

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on July 10, 2019 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT BOARD MEETING July 10, 2019 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Continuation of Special Meeting
4. Assignments for reviewing monthly accounts payable
 - a. Treasurer Norton and Trustee Larson reviewed the June billings in July
 - b. President Hummel and Trustee Duffy will review the July billings in August
5. Consent Agenda - Action Required
 - a. Approve Minutes of the June 12, 2019 Board Meeting
 - b. Acknowledge Treasurer's Report, 06/30/19, Investment Activity Report, 06/30/19, Current Assets Report, 06/30/19, Revenue Report, 06/30/19, and Expense Report, 06/30/19
 - c. Authorize Payment of Bills, 07/10/19
6. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
7. Unfinished Business
8. New Business
 - a. Approve Resolution 19-05: authorizing preparation and filing of the B&A - Action Required
Vote to authorize preparation and filing of the B&A ordinance.
 - b. Approve Public Notice of Public Hearing on B&A - Action Required
Vote to approve B&A Public Notice.
 - c. Presidential appointment of a committee to review the minutes
A review of the FY18/19 Board minutes.
 - d. Approve LLD Policy 300: Library Cards - Action Required
Accept modifications to LLD Policy 300: Library Cards.
9. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
 - c. Statistical/Data Reports
10. Opportunity for Trustee comments (five minutes)
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
11. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
June 12, 2019 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President
Marjorie Bartelli - Vice President
Jenny Norton - Treasurer
Thomas Duffy - Trustee
Karen Larson - Trustee
Liz Sullivan - Trustee

Absent:

Emily Swistak - Secretary

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services

2. Opportunity for visitors to speak - None

3. Presidential appointment of LLD standing committees

President Hummel appointed the LLD standing committees as follows:

Finance Committee:

Jenny Norton, Chair
Liz Sullivan
Thomas Duffy

Physical Plant Committee:

Marjorie Bartelli, Chair
Emily Swistak
Karen Larson

Personnel and Policy Committee:

Emily Swistak, Chair
Marjorie Bartelli
Thomas Duffy

The Board President is an ex-officio voting member of all committees.

President Hummel mentioned that the larger facility/capital project discussions will occur in Committee of the Whole meetings.

4. Presidential confirmation of new order of business

President Hummel provided an overview of changes made to the order of business.

5. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Sullivan reviewed the May billings in June
- b. Treasurer Norton and Trustee Larson will review the June billings in July

6. Consent Agenda

- a. Approve Minutes of the May 8, 2019 Board Meeting
- b. Approve Minutes of the May 8, 2019 Executive Session
- c. Approve Minutes of the May 22, 2019 Special Board Meeting
- d. Acknowledge Treasurer's Report, 05/31/19, Investment Activity Report, 05/31/19, Current Assets Report, 05/31/19, Revenue Report, 05/31/19, and Expense Report, 05/31/19
- e. Authorize Payment of Bills, 06/12/19

MOTION: Vice President Bartelli moved to approve the Consent Agenda. Trustee Larson seconded.

Discussion: Vice President Bartelli asked a question regarding the .02 total on prior month's expenses and treasurer's report. Finance Director Boskelly responded.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

7. Committee Reports

- a. Finance - The Committee did not meet. No meeting planned.
- b. Personnel/Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - The Committee did not meet. No meeting planned.

Discussion: Vice President Bartelli asked if a Committee of the Whole or the Physical Plant Committee would address the storm-water project. President Hummel stated that the topic would be addressed when discussing long-range planning later in the meeting. Trustee Duffy asked if there was a regular schedule regarding committee meetings. President Hummel responded that meetings are generally dependent on necessity. Trustee Sullivan recommended a five year spending plan. Director Weinstein mentioned she anticipates a Personnel/Policy Committee meeting in July. President Hummel commented that the Physical Plant Committee would probably meet more often as relevant projects arise.

8. Unfinished Business - None

9. New Business

- a. Adopt Resolution 19-04: Lisle Library District Board Members - Action Required

MOTION: Vice President Bartelli moved to adopt Resolution 19-04: Lisle Library District Board Members. Trustee Norton seconded.

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 19-01: Ordinance authorizing non-resident cards - Action Required
MOTION: Vice President Bartelli moved to adopt Ordinance 19-01: Ordinance authorizing non-resident cards. Trustee Larson seconded.

Discussion: Director Weinstein provided an overview of non-resident cards.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- c. Adopt Ordinance 19-02: Meeting Date Ordinance - Action Required
MOTION: Trustee Duffy moved to adopt Ordinance 19-02: Meeting Date Ordinance. Vice President Bartelli seconded.

Discussion: Director Weinstein referenced the September and January dates. Trustee Norton asked if the LLD newsletter alerts patrons to date changes. Director Weinstein stated that each newsletter has a notice regarding regular Board meeting dates.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- d. Discussion: Long range planning for facility

Director Weinstein provided an overview of the discussion topic.

Discussion: Treasurer Norton stated that she would be open to all facility location propositions as long as all the pros and cons were weighed. Trustee Duffy commented that the data from the building assessment would be very important. He also stated that he is open to all ideas and encouraged transparency. President Hummel agreed with Trustee Duffy's comments and stated he is open to a downtown option. Trustee Duffy asked about a topography report. Director Weinstein stated she and Assistant Director McQuillan are reaching out to prior vendors to establish if a comprehensive report was conducted. Board members discussed a meeting date for the presentation by Jack Hayes/FQC. The consensus was to have a meeting at 6:00 pm on July 10th before the regular Board meeting. Vice President Bartelli asked if Jack Hayes was involved with the Visu-Sewer report. Trustee Sullivan commented that FQC should include past studies in the report. Director Weinstein and Assistant Director McQuillan stated that they've provided FQC with facility documents from the last three to five years and that Mr. Hayes would present his findings, project out ten years, share replacement schedules, and comment on the storm-water issue. Vice President Bartelli asked if Mr. Hayes was familiar with the reversal of traffic project concerning the LLD parking lot. Trustee Sullivan asked if the Board could be sent a copy of scope of work for the facility assessment. Director Weinstein mentioned that the Physical Plant Committee agreed to the scope of work for FQC and that she would send the document to the entire Board.

e. Discussion: Working Cash Fund options

Director Weinstein provided an overview of the Working Cash Fund, how to dissolve it, and a timeline of how to proceed. Director Weinstein recommended the Fund be transferred to the Special Reserve Fund.

Discussion: Vice President Bartelli asked for clarification regarding Corporate Fund balances regarding a Miller Analysis should monies be transferred to Corporate. Director Weinstein responded that the Library would not be in jeopardy of a tax objection, however it would be out of step with Board policy regarding operational reserves. Trustee Sullivan asked if monies could be moved from Special Reserves back into Corporate. Director Weinstein commented that it may be possible but would be unusual and unnecessary. Treasurer Norton and President Hummel provided more clarification. Trustee Sullivan asked if Working Cash monies could be utilized. Director Weinstein stated that they can be utilized but then must be replenished according to statute.

f. Discussion: Statistics/Data

President Hummel stated that he instructed Director Weinstein to email Board members for their suggestions regarding statistics. Director Weinstein recapped the types of statistics that have been presented in the past.

Discussion: President Hummel suggested pulling Library card statistics, by neighborhood, to see if there are underserved areas. Marjorie Bartelli asked about adult versus youth tracking. Director Weinstein stated that some families use one card for all check-outs and some families have multiple cards. Trustee Duffy commented that the current statistical report is excessively detailed and that he'd prefer four of five statistical points. He also agreed with President Hummel's suggestion regarding underserved areas. Treasurer Norton agreed with Trustee Duffy's comments. Trustee Duffy suggested pulling patron-count statistics regarding the per day versus per weekend visits, excluding special events. President Hummel asked if the Director could accommodate the statistical requests. Director Weinstein said that it would be possible. Trustee Duffy also suggested pulling attendee statistics per program for both adult and youth. Director Weinstein mentioned that the Library has numerous programs throughout the year. She explained how programs are counted, how counting has changed over the years, and what constitutes as a program. Trustee Sullivan talked about increasing and decreasing statistics on the monthly circulation report and asked if spending should be adjusted. She also asked about digital media reports.

10. Staff Reports

Trustee Duffy welcomed the upcoming volunteer program launch at the end of the summer and asked how people could sign up to be a volunteer. Director Weinstein said she anticipates a mention in the newsletter and having a link on website with a form. Treasurer Norton asked about enhancements regarding the new mobile app. Director Weinstein talked about some of the improvements and stated that the LLD would promote the app via the front page of the website, in the newsletter, and utilizing the LLD's social media platforms. Trustee Sullivan asked if testing would be done before launching the new app. Director Weinstein

stated that staff and the vendor are testing the app. Trustee Duffy agreed that more testing was important. Assistant Director McQuillan stated that the vendor is well established and has worked with numerous libraries. Director Weinstein suggested soft-launching to the Trustees.

11. Opportunity for Trustee comments (five minutes)

Vice President Bartelli commented on the Gallery 777 opening on June 8th. She thought it was a great event, well attended, and mentioned that the DuPage Art League complimented the space. Trustee Duffy thanked Youth Services for conducting weekend programming. Trustee Duffy also commented on the attendance of 750 patrons at the Summer Read Kick-off and thanked staff for their hard work. President Hummel stated that he attended the Summer Read Kick-off and thought that this year's attendance was a record. Trustee Larson thanked Director Weinstein for providing a thorough Trustee orientation. Treasurer Norton also thanked Director Weinstein for the warm welcome and orientation. Trustee Sullivan welcomed the new Trustees to the Board.

12. Adjourn

MOTION: Treasurer Norton moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on July 10, 2019.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of June 30 2019

Fund Name	Cash Balance 05/31/19	Cash Receipts this month	Cash Disbursed this month	Cash Balance 06/30/19	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	5,167,301.27	1,912,553.96	384,238.31	6,695,616.92	60.78%	86.88%
Building Maintenance	24,417.54	29.71	14,738.17	9,709.08	0.09%	0.13%
IMRF	358,512.35	24,772.38	10,592.50	372,692.23	3.38%	4.84%
FICA	162,765.54	60,745.61	12,891.49	210,619.66	1.91%	2.73%
Working Cash	417,409.23	504.99	0.00	417,914.22	3.79%	5.42%
Subtotals	6,130,405.93	1,998,606.65	422,460.47	7,706,552.11	69.96%	100.00%
Special Reserve	3,281,644.44	31,394.52	4,250.00	3,308,788.96	30.04%	0.00%
	9,412,050.37	2,030,001.17	426,710.47	11,015,341.07	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,486.16	1,497.02	1,447.03	1,660.23	1,600.34	1,736.16	1,833.05	1,651.39	1,853.49	1,794.18	1,853.15	1,784.23	20,196.43
Ehlers	1.46	10.70	1.47	1.04	0.86	1.43	1.81	1.97	29.49	9.09	7.84	1.80	68.96
Ehlers-Inv interest	1,204.39	6,782.39	5,597.35	4,977.99	9,606.48	4,075.19	840.83	7,700.77	11,718.54	6,612.07	8,626.23	3,119.29	70,861.52
Fifth Third Bank	5,010.51	4,791.21	6,050.57	6,224.69	5,702.43	5,484.31	4,950.38	4,182.41	4,150.29	3,514.58	3,199.40	4,620.29	57,881.07
Lisle Savings	66.84	69.09	69.12	66.91	66.93	69.18	69.21	64.76	67.02	69.28	67.06	69.32	814.72
Lisle CD 2635	337.46	459.22	445.33	461.12	447.17	463.03	464.00	419.94	465.86	451.76	467.79	453.63	5,336.31
Lisle CD 2669	256.60	256.90	248.89	257.48	249.45	258.06	393.78	471.19	522.83	507.11	525.21	509.42	4,456.92
IL Funds	2,184.69	2,221.51	2,221.08	2,465.39	2,459.02	2,659.62	2,777.26	2,530.94	2,850.14	2,741.32	2,840.38	2,734.70	30,686.05
US Bank-9853	30.82	31.85	31.86	508.03	524.98	508.03	524.99	524.98	474.14	524.98	508.03	524.99	4,717.68
US Bank-9370	2.50	2.65	2.74	2.71	2.84	2.80	2.95	3.01	2.76	3.11	3.07	3.22	34.36
TOTALS	10,581.43	16,122.54	16,115.44	16,625.59	20,660.50	15,257.81	11,858.26	17,551.36	22,134.56	16,227.48	18,098.16	13,820.89	195,054.02

INVESTMENTS													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	100,000.00	118,000.00	30,000.00	150,000.00	250,000.00	0.00	0.00	0.00	0.00	410,000.00	15,000.00	160,000.00	25,000.00
Investment Purchases		231,914.00		189,926.50	249,998.68	0.00	0.00	0.00	190,191.51	274,755.00	160,000.00	40,000.00	1,336,785.69
TOTALS	100,000.00	-113,914.00	30,000.00	-39,926.50	1.32	0.00	0.00	0.00	219,808.49	-259,755.00	0.00	-15,000.00	-78,785.69

	Fair Market Value on 6/30/19

Investments	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
Menomonee Falls	5/2/2016	\$ 25,000.00	102.191	2.00	1.27	25,757.47	\$0.00	6/1/2019
	2/16/2018	\$ 170,000.00	100.000	2.00	2.00	170,000.00	\$169,935.40	8/16/2019
Merrick Bk South	8/19/2016	\$ 125,000.00	100.000	1.20	1.20	124,952.50	\$124,786.25	8/19/2019
Everbank	9/7/2016	\$ 160,000.00	100.000	1.20	1.20	160,015.00	\$159,665.60	9/6/2019
Merchants Bk	6/1/2019	\$ 40,000.00	100.000	2.40	2.40	40,000.00	\$40,012.00	9/1/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100.000	1.25	1.58	59,398.02	\$59,854.80	10/2/2019
Ally Bank	12/23/2016	\$ 50,000.00	100.000	1.65	1.65	49,979.76	\$49,887.00	12/23/2019
Lisle Savings Bank	1/16/2019	\$ 225,325.93	100.000	2.72	2.75	225,325.93	\$228,130.50	2/16/2020
Key Bank Natl	3/8/2017	\$ 225,000.00	100.000	1.70	1.70	224,902.50	\$224,264.25	3/9/2020
Green Bay, WI SD	12/20/2016	\$ 10,000.00	100.000	4.30	4.30	10,725.26	\$10,139.60	4/1/2020
US Bank	9/15/2018	\$ 249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	4/15/2020
Menomonee Falls	5/2/2016	\$ 15,000.00	106.927	3.50	1.70	16,055.51	\$15,147.45	5/1/2020
Saltillo Mae	6/14/2017	\$ 110,000.00	99.950	1.90	1.90	109,960.00	\$109,709.60	6/15/2020
Lisle Savings Bank	7/11/2018	\$ 218,374.39	100.000	2.50	2.50	218,374.39	\$223,683.78	7/11/2020
Saltillo Mae	8/16/2017	\$ 130,000.00	100.000	1.90	1.90	129,950.00	\$129,593.10	8/17/2020
Barclays Bank	9/20/2017	\$ 160,000.00	100.000	1.95	1.95	159,935.00	\$159,550.40	9/20/2020
Will County, IL CCS	12/20/2016	\$ 50,000.00	100.000	2.57	2.57	50,284.43	\$50,292.50	10/1/2020
Live Oak Banking	7/30/2018	\$ 112,000.00	99.950	2.75	2.75	111,959.00	\$112,860.16	11/16/2020
Cook Cty IL Comm College	3/12/2019	\$ 30,000.00	100.000	2.60	2.60	30,222.38	\$30,112.80	12/1/2020
Community Bank	3/25/2019	\$ 160,000.00	100.000	2.55	2.55	159,968.53	\$160,843.20	12/22/2020
FNMA	2/28/2017	\$ 175,000.00	100.000	2.00	2.00	175,000.00	\$174,979.00	2/28/2021
Fond Du Lac Cty, WI	12/28/2017	\$ 60,000.00	100.000	4.00	2.32	63,050.40	\$61,791.00	3/1/2021
FNMA	2/28/2017	\$ 170,000.00	100.000	2.00	2.00	169,930.00	\$170,028.90	5/28/2021
Citibank	8/20/2018	\$ 120,000.00	99.950	3.00	3.00	119,955.00	\$121,980.00	8/24/2021
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,209.06	\$101,017.00	10/1/2021
Federal Farm Credit	10/1/2018	\$ 85,000.00	99.940	3.04	3.06	84,964.00	\$85,227.80	10/1/2021
Discover Bk	10/3/2018	\$ 105,000.00	99.950	3.05	3.06	104,962.50	\$106,921.50	10/4/2021
FHLMC	5/14/2018	\$ 170,000.00	99.000	2.50	2.80	169,256.25	\$170,156.40	11/23/2021
FHLMC	7/25/2017	\$ 155,000.00	100.000	2.00	2.00	155,223.39	\$155,051.15	12/29/2021
FHLB	8/29/2017	\$ 205,000.00	100.000	2.00	2.00	205,026.39	\$205,053.30	2/28/2022
Morgan Stanley Bk	4/4/2019	\$ 175,000.00	100.000	2.65	2.65	174,840.00	\$176,876.00	4/4/2022
Goldman Sachs Bk	4/3/2019	\$ 100,000.00	100.000	2.60	2.60	99,915.00	\$100,938.00	4/4/2022
Federal Farm Credit	9/19/2017	\$ 250,000.00	100.000	2.07	2.07	251,833.75	\$250,005.00	5/9/2022
Goldman Sachs Bk	5/22/2019	\$ 150,000.00	100.000	2.50	2.50	150,000.00	\$151,023.00	5/23/2022
Saltillo Mae Bk	5/22/2019	\$ 10,000.00	100.000	2.50	2.50	10,000.00	\$10,068.20	5/23/2022

\$11,015,341.07

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Lisle Library District
Revenues through June 30, 2019 (100% of FY 18-19)
Special Reserve Only

REVENUES		Current Month June, 2019	YTD July - June 2018-2019	YTD Jul - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$6,394.52	\$58,157.67	\$19,586.28	\$13,000.00	447.37 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$300,000.00	\$300,000.00	\$300,000.00	100.00 %
TOTAL INTEREST & CASH DONATION		\$31,394.52	\$358,157.67	\$319,586.28	\$313,000.00	114.43 %
TOTAL REVENUES		\$31,394.52	\$358,157.67	\$319,586.28	\$313,000.00	114.43 %

Lisle Library District

Revenues through June 30, 2019 (100% of FY 18-19)

No Special Reserve reflected

	Current Month June, 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$0.00	\$3,945,848.92	\$4,379,918.81	\$3,914,484.64	100.80 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$0.00	\$154,159.43	\$138,953.56	\$152,136.05	101.33 %
40-01-4414-00 Tax Levy - IMRF	\$0.00	\$154,360.97	\$217,290.25	\$156,965.76	98.34 %
45-01-4415-00 Tax Levy - FICA	\$0.00	\$136,293.15	\$173,999.43	\$136,439.47	99.89 %
TOTAL TAX LEVY	\$0.00	\$4,390,662.47	\$4,910,162.05	\$4,360,025.92	100.70 %
BACK TAXES					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$2,065.96	\$1,227.72	\$40,000.00	5.16 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$60.55	\$38.50	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$97.82	\$62.56	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$74.66	\$49.27	\$0.00	0.00 %
TOTAL BACK TAXES	\$0.00	\$2,298.99	\$1,378.05	\$40,000.00	5.75 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$0.00	\$16,618.11	\$15,361.30	\$11,000.00	151.07 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$0.00	\$959.06	\$886.54	\$600.00	159.84 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$0.00	\$150.69	\$139.30	\$100.00	150.69 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$0.00	\$17,727.86	\$16,387.14	\$11,700.00	151.52 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$6,259.69	\$118,532.02	\$19,834.00	\$35,000.00	338.66 %
30-02-4474-00 Interest Earned - .02 B/M	\$29.71	\$1,203.67	\$1,810.65	\$1,500.00	80.24 %
40-02-4475-00 Interest Earned - IMRF	\$434.44	\$6,474.31	\$4,833.11	\$4,000.00	161.86 %
45-02-4476-00 Interest Earned - FICA	\$197.54	\$3,111.52	\$2,657.15	\$2,300.00	135.28 %
80-02-4482-00 Interest Earned - Working Cash	\$504.99	\$7,574.85	\$4,835.58	\$4,000.00	189.37 %
TOTAL INTEREST INCOME	\$7,426.37	\$136,896.37	\$33,970.49	\$46,800.00	292.51 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$214.79	\$1,757.23	\$1,460.59	\$0.00	0.00 %

Lisle Library District
Revenues through June 30, 2019 (100% of FY 18-19)
 No Special Reserve reflected

	Current Month June, 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
30-02-4513-00 County Interest - .02 B/M	\$0.00	\$0.00	\$58.57	\$0.00	0.00 %
40-02-4514-00 County Interest - IMRF	\$2.76	\$2.76	\$56.78	\$0.00	0.00 %
45-02-4515-00 County Interest - FICA	\$6.87	\$6.87	\$50.92	\$0.00	0.00 %
TOTAL COUNTY INTEREST	\$224.42	\$1,766.86	\$1,626.86	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$10,110.49	\$57,307.69	\$0.00	\$0.00	0.00 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$10,110.49	\$57,307.69	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$122.87	\$2,387.30	\$3,105.70	\$3,500.00	68.21 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$576.96	\$0.00	\$500.00	115.39 %
10-03-4540-00 Fines - Main Circ Desk	\$3,518.58	\$38,341.04	\$43,435.31	\$40,000.00	95.85 %
TOTAL DESK INCOME	\$3,641.45	\$41,305.30	\$46,541.01	\$44,000.00	93.88 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	(\$607.00)	\$597.01	\$196.50	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$56.95	\$90.00	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$478.94	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$40.16	\$1,334.02	\$1,104.14	\$1,200.00	111.17 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$22,131.65	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$12,900.40	\$4,103.09	\$1,000.00	1,290.04 %
TOTAL UNRESTRICTED INCOME	(\$566.84)	\$50,997.32	\$27,625.38	\$2,200.00	2,318.06 %
TOTAL REVENUES	\$20,835.89	\$4,698,962.86	\$5,037,690.98	\$4,504,725.92	104.31 %

Lisle Library District
Expenses through June 30, 2019 (100% of FY 18-19)
Special Reserve Only

	Cur Mth June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$4,357.84	\$0.00	\$200,000.00	2.18 %
70-65-5674-00 Consulting	\$4,250.00	\$4,250.00	\$26,647.44	\$50,000.00	8.50 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$4,250.00	\$8,607.84	\$26,647.44	\$280,000.00	3.07 %
TOTAL SPECIAL RESERVE EXPENSES	\$4,250.00	\$8,607.84	\$26,647.44	\$280,000.00	3.07 %

Lisle Library District
Expenses through June 30, 2019 (100% of FY 18-19)
 No Special Reserve reflected

		Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
ALL EXPENSES						
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$43,188.14	\$488,091.24	\$494,893.64	\$524,814.38	93.00 %
10-10-5603-20	Adult Services - Reg. Hours	\$43,178.72	\$519,481.16	\$523,908.60	\$549,285.24	94.57 %
10-10-5603-30	Youth Services - Reg. Hours	\$28,380.21	\$326,322.28	\$335,744.28	\$346,183.57	94.26 %
10-10-5603-50	Technical Services - Reg. Hours	\$19,892.95	\$263,410.59	\$259,377.28	\$272,021.81	96.83 %
10-10-5603-60	Circulation - Reg. Hours	\$39,137.21	\$458,635.81	\$465,120.22	\$513,846.15	89.26 %
10-10-5613-10	Administrative - Sunday Hrs.	\$0.00	\$0.00	\$5,770.74	\$0.00	0.00 %
10-10-5613-20	Adult Services - Sunday Hrs.	\$0.00	\$0.00	\$23,285.07	\$0.00	0.00 %
10-10-5613-30	Youth Services - Sunday Hrs.	\$0.00	\$0.00	\$15,320.88	\$0.00	0.00 %
10-10-5613-60	Circulation - Sunday Hrs.	\$0.00	\$0.00	\$29,668.60	\$0.00	0.00 %
Total Salaries		\$173,777.23	\$2,055,941.08	\$2,153,089.31	\$2,206,151.15	93.19 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$4,590.56	\$54,783.50	\$54,657.68	\$59,000.00	92.85 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$7,726.81	\$92,236.09	\$90,441.97	\$111,000.00	83.10 %
10-10-5621-30	Hosp. Ins. - YS	\$3,617.79	\$39,755.42	\$43,560.95	\$48,000.00	82.82 %
10-10-5621-50	Hosp. Ins. - Tech	\$2,203.39	\$35,264.84	\$36,393.99	\$42,000.00	83.96 %
10-10-5621-60	Hosp. Ins. - Circ	\$3,834.21	\$52,327.17	\$54,657.40	\$60,000.00	87.21 %
10-10-5622-10	Dental Ins. - Admin.	\$252.69	\$3,479.47	\$3,237.21	\$4,000.00	86.99 %
10-10-5622-20	Dental Ins. - Adult Serv	\$549.19	\$6,403.67	\$6,187.44	\$6,500.00	98.52 %
10-10-5622-30	Dental Ins. - YS	\$191.71	\$1,249.87	\$1,451.86	\$2,500.00	49.99 %
10-10-5622-50	Dental Ins. - Tech	\$342.71	\$3,105.11	\$2,462.82	\$4,000.00	77.63 %
10-10-5622-60	Dental Ins. - Circ	\$278.07	\$3,603.91	\$3,918.51	\$3,000.00	120.13 %
Total Health & Dental Ins.		\$23,587.13	\$292,209.05	\$296,969.83	\$340,000.00	85.94 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$0.00	\$1,431.92	\$2,001.91	\$4,000.00	35.80 %
10-10-5623-00	ComPsych Assistance Plan	\$0.00	\$865.80	\$865.80	\$870.00	99.52 %
Total Other Staff Benefits		\$0.00	\$2,297.72	\$2,867.71	\$4,870.00	47.18 %

Lisle Library District

Expenses through June 30, 2019 (100% of FY 18-19)

No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,225.26	\$36,380.17	\$36,896.04	\$40,130.56	90.65 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,082.49	\$37,112.11	\$39,761.85	\$42,020.00	88.32 %
45-10-5625-30 FICA Expense - Youth Services	\$2,154.83	\$24,783.39	\$26,746.15	\$26,500.00	93.52 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,505.15	\$19,674.91	\$19,009.50	\$20,810.00	94.55 %
45-10-5625-60 FICA Expense - Circulation	\$2,923.76	\$34,211.44	\$36,889.34	\$39,310.00	87.03 %
Total FICA Expenses	\$12,891.49	\$152,162.02	\$159,302.88	\$168,770.56	90.16 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$2,397.89	\$35,232.98	\$45,490.82	\$43,000.00	81.94 %
40-10-5628-20 IMRF Expense - Adult Servs	\$2,892.99	\$41,013.90	\$53,656.83	\$45,000.00	91.14 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,024.04	\$23,864.89	\$30,322.93	\$28,000.00	85.23 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,457.49	\$21,395.39	\$23,754.17	\$22,000.00	97.25 %
40-10-5628-60 IMRF Expense - Circulation	\$1,820.09	\$25,369.37	\$34,859.29	\$42,000.00	60.40 %
Total IMRF Expenses	\$10,592.50	\$146,876.53	\$188,084.04	\$180,000.00	81.60 %
TOTAL EMPLOYEE COSTS	\$220,848.35	\$2,649,486.40	\$2,800,313.77	\$2,899,791.71	91.37 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$4,500.00	\$5,400.00	\$5,400.00	83.33 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$1,504.64	\$8,843.39	\$7,983.36	\$8,000.00	110.54 %
10-20-5653-00 Utilities - Gas	\$0.00	\$7,084.70	\$7,349.34	\$7,000.00	101.21 %
10-20-5654-00 Utilities - Sewer & Water	\$133.34	\$2,461.87	\$2,535.07	\$2,750.00	89.52 %
10-20-5655-00 Utilities - Electric	\$7,042.60	\$45,155.86	\$49,875.89	\$50,000.00	90.31 %
10-20-5656-00 Verizon	\$108.03	\$1,060.14	\$551.33	\$1,500.00	70.68 %
Total Utilities	\$9,238.61	\$70,915.96	\$75,504.99	\$76,460.00	92.75 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$4,800.00	\$4,800.00	\$5,000.00	96.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$5,688.23	\$32,460.84	\$33,774.95	\$36,750.00	88.33 %

Lisle Library District

Expenses through June 30, 2019 (100% of FY 18-19)

No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-20-5662-00 Maint Contr. - Landscape Serv.	\$1,574.16	\$41,739.16	\$34,061.04	\$34,500.00	120.98 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$2,342.00	\$9,473.06	\$9,223.89	\$9,000.00	105.26 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$38,909.68	\$72,277.96	\$22,378.05	\$18,700.00	386.51 %
10-20-5665-00 Rubbish Removal	\$179.09	\$2,321.68	\$2,149.08	\$2,500.00	92.87 %
Total Maintenance and Repairs	\$48,693.16	\$163,072.70	\$106,387.01	\$106,450.00	153.19 %
TOTAL BUILDING COSTS	\$57,931.77	\$233,988.66	\$181,892.00	\$182,910.00	127.93 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage	\$468.10	\$4,737.54	\$4,490.07	\$4,000.00	118.44 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,170.00	\$13,829.76	\$15,693.86	\$20,000.00	69.15 %
10-25-5711-00 Postage Special Serv	\$20.78	\$7,740.19	\$4,792.89	\$8,500.00	91.06 %
10-25-5712-00 Printing	\$69.00	\$438.93	\$1,048.18	\$1,000.00	43.89 %
Total Postage and Printing	\$2,727.88	\$26,746.42	\$26,025.00	\$33,500.00	79.84 %
Supplies					
10-25-5713-00 Office Supplies	\$1,570.73	\$6,035.55	\$4,964.09	\$5,000.00	120.71 %
10-25-5714-00 Circ. Material Supplies	\$3,037.84	\$9,993.00	\$9,093.99	\$9,500.00	105.19 %
10-25-5715-00 Copier Supplies	\$329.36	\$1,508.96	\$2,474.50	\$2,000.00	75.45 %
10-25-5716-00 Kitchen Supplies	\$601.92	\$6,033.45	\$6,720.87	\$6,500.00	92.82 %
10-25-5717-00 Processing Supplies	\$1,892.89	\$26,466.56	\$28,873.54	\$25,000.00	105.87 %
10-25-5718-00 Computer Supplies	\$5,640.14	\$12,729.99	\$15,236.36	\$14,500.00	87.79 %
Total Supplies	\$13,072.88	\$62,767.51	\$67,363.35	\$62,500.00	100.43 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$732.46	\$1,470.66	\$1,200.00	61.04 %
10-25-5722-15 Safety Deposit Box Rental	\$100.00	\$150.00	\$150.00	\$150.00	100.00 %
10-25-5723-00 Check Printing	\$0.00	\$258.78	\$0.00	\$250.00	103.51 %
10-25-5723-15 Bank Charges	\$0.00	\$2,241.22	\$1,513.20	\$1,750.00	128.07 %
10-25-5724-15 Local Travel	\$76.79	\$494.65	\$524.87	\$500.00	98.93 %
Total Other Operating Costs	\$176.79	\$3,877.11	\$3,658.73	\$3,850.00	100.70 %

Lisle Library District

Expenses through June 30, 2019 (100% of FY 18-19)

No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$15,977.55	\$93,391.04	\$97,047.08	\$99,850.00	93.53 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$2,100.00	\$4,500.00	\$2,400.00	\$2,300.00	195.65 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$29,868.70	\$15,314.86	\$23,000.00	129.86 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$9,053.00	\$5,651.00	\$6,400.00	141.45 %
TOTAL INSURANCE	\$2,100.00	\$43,421.70	\$23,365.86	\$31,700.00	136.98 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$0.00	\$3,671.25	\$6,622.50	\$20,000.00	18.36 %
10-35-5761-00 Collection Agency	\$26.85	\$456.40	\$572.80	\$700.00	65.20 %
10-35-5762-00 Other Contr Services - Admin	\$1,340.00	\$3,130.00	\$1,628.00	\$3,500.00	89.43 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$6,647.82	\$28,613.40	\$27,834.04	\$30,000.00	95.38 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$2,681.60	\$1,343.40	\$4,500.00	59.59 %
10-35-5765-10 Investment Agency Consultants	\$1,163.66	\$6,298.86	\$6,774.62	\$7,000.00	89.98 %
10-35-5769-00 Acct Maint & Upgrades	\$8,710.15	\$16,284.19	\$8,118.12	\$7,574.00	215.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,500.00	\$8,250.00	\$8,500.00	100.00 %
10-35-5771-00 Payroll Service	\$501.21	\$7,088.84	\$7,267.49	\$7,700.00	92.06 %
TOTAL CONTRACTUAL SERVICES	\$18,389.69	\$76,724.54	\$68,410.97	\$89,474.00	85.75 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$298.00	\$4,059.00	\$5,185.00	\$5,100.00	79.59 %
10-40-5784-00 Meetings - Staff	\$101.49	\$1,196.45	\$1,544.41	\$2,000.00	59.82 %
10-40-5785-00 Conferences - Staff	\$4,855.64	\$13,729.81	\$3,910.42	\$15,000.00	91.53 %
10-40-5786-00 Employee/Volunteer Recognition	\$77.94	\$655.45	\$877.26	\$2,000.00	32.77 %
10-40-5787-00 In-Service	\$0.00	\$2,917.34	\$1,988.25	\$3,000.00	97.24 %
10-40-5788-00 Training (Cont Ed) - Staff	\$260.22	\$1,740.54	\$2,199.00	\$1,500.00	116.04 %
10-45-5786-70 Dues - Trustee	\$305.00	\$830.00	\$525.00	\$525.00	158.10 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$175.00	\$380.00	\$1,000.00	17.50 %
10-45-5788-70 Meetings - Trustee	\$108.30	\$108.30	\$205.00	\$1,000.00	10.83 %

Lisle Library District

Expenses through June 30, 2019 (100% of FY 18-19)

No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-45-5789-70 Training- Trustees	\$0.00	\$134.97	\$500.00	\$1,000.00	13.50 %
Total Staff & Trustee Development	\$6,006.59	\$25,546.86	\$17,314.34	\$32,125.00	79.52 %
TOTAL PERSONNEL DEVELOPMENT	\$6,006.59	\$25,546.86	\$17,314.34	\$32,125.00	79.52 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$3,877.30	\$52,500.00	\$46,037.57	\$50,000.00	105.00 %
Total Major Equipment	\$3,877.30	\$52,500.00	\$46,037.57	\$50,000.00	105.00 %
Minor Equipment					
10-48-5823-10 Minor Equip - Dir/Asst Dir	\$0.00	\$616.43	\$592.08	\$700.00	88.06 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$776.24	\$731.00	\$700.00	110.89 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$669.91	\$774.05	\$700.00	95.70 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$640.37	\$776.58	\$700.00	91.48 %
10-48-5823-60 Minor Equip - Circ	\$87.95	\$624.97	\$693.87	\$700.00	89.28 %
Total Minor Equipment	\$87.95	\$3,327.92	\$3,567.58	\$3,500.00	95.08 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$540.00	\$824.00	\$720.00	75.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$4,701.39	\$17,352.94	\$18,171.76	\$19,000.00	91.33 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$156.58	\$894.68	\$1,194.87	\$1,000.00	89.47 %
Total Equip Maint/Repairs & Rentals	\$4,857.97	\$18,787.62	\$20,190.63	\$20,720.00	90.67 %
TOTAL EQUIPMENT COSTS	\$8,823.22	\$74,615.54	\$69,795.78	\$74,220.00	100.53 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$4,165.97	\$9,000.00	\$8,654.00	\$9,000.00	100.00 %
10-50-5863-30 Books - Youth Serv	\$0.00	\$50,166.32	\$54,055.15	\$53,000.00	94.65 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$100.00	\$78.00	\$200.00	50.00 %
10-50-5864-10 Books - Non Fiction	\$1,805.94	\$93,792.74	\$86,495.68	\$82,000.00	114.38 %

Lisle Library District

Expenses through June 30, 2019 (100% of FY 18-19)

No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-50-5865-10 Books - Adult Fiction	\$5,609.48	\$72,441.49	\$72,847.99	\$68,500.00	105.75 %
10-50-5867-20 Ref Books - Adult Serv	\$359.99	\$18,499.45	\$24,598.18	\$22,000.00	84.09 %
Total Books	\$11,941.38	\$244,000.00	\$246,729.00	\$234,700.00	103.96 %
Databases					
10-50-5869-20 Internet Licensed DBases	(\$3,510.89)	\$124,938.46	\$100,649.52	\$126,500.00	98.77 %
10-50-5872-10 Dbases - Professional	\$4,325.00	\$9,202.54	\$14,588.84	\$10,000.00	92.03 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$10,504.00	\$12,259.70	\$12,700.00	82.71 %
Total Databases	\$814.11	\$144,645.00	\$127,498.06	\$149,200.00	96.95 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$0.00	\$17,910.59	\$18,621.22	\$18,000.00	99.50 %
10-50-5895-40 A-V Matls - Adult Serv	\$0.00	\$104,089.41	\$103,342.30	\$102,000.00	102.05 %
Total Audio-Visual Materials	\$0.00	\$122,000.00	\$121,963.52	\$120,000.00	101.67 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$1,130.43	\$42,687.09	\$37,187.69	\$42,000.00	101.64 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$327.40	\$683.39	\$800.00	40.93 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$2,285.84	\$3,967.46	\$4,000.00	57.15 %
10-50-5871-20 Document Delivery	\$97.25	\$21,748.38	\$21,053.40	\$22,000.00	98.86 %
Total Periodicals/Doc Delivery	\$1,227.68	\$67,048.71	\$62,891.94	\$68,800.00	97.45 %
TOTAL LIBRARY MEDIA	\$13,983.17	\$577,693.71	\$559,082.52	\$572,700.00	100.87 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,652.05	\$16,430.65	\$16,645.58	\$16,000.00	102.69 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$787.26	\$11,956.42	\$12,175.67	\$11,000.00	108.69 %
10-60-5931-40 Online Marketing	\$349.11	\$1,919.33	\$1,677.00	\$1,800.00	106.63 %
10-60-5931-50 Community Relations	\$1,555.83	\$6,597.92	\$6,324.82	\$6,500.00	101.51 %
Total Programs	\$4,344.25	\$36,904.32	\$36,823.07	\$35,300.00	104.54 %

Lisle Library District
Expenses through June 30, 2019 (100% of FY 18-19)
 No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$0.00	\$1,895.79	\$1,682.73	\$2,000.00	94.79 %
10-60-5940-30 Reader Services - Youth Serv. D	(\$686.55)	\$5,104.21	\$4,624.22	\$5,000.00	102.08 %
Total Readers Services's	(\$686.55)	\$7,000.00	\$6,306.95	\$7,000.00	100.00 %
TOTAL PROGRAMS AND READER'S SERVICES	\$3,657.70	\$43,904.32	\$43,130.02	\$42,300.00	103.79 %
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	\$0.00	\$1,208.08	\$0.00	\$0.00	0.00 %
10-80-5981-80 Restricted - Per Capita Grant	\$19,732.01	\$36,650.00	\$22,131.41	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$300,000.00	\$300,000.00	\$300,000.00	100.00 %
10-80-5986-80 IMRF Funding	\$0.00	\$50,000.00	\$200,000.00	\$50,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$44,732.01	\$387,858.08	\$522,131.41	\$350,000.00	110.82 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$6,087.29	\$53,772.12	\$53,566.83	\$60,000.00	89.62 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$8,650.88	\$55,115.56	\$15,098.60	\$30,000.00	183.72 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$111,110.00	\$63,515.01	\$65,000.00	170.94 %
Total .02 BLDG/MAINT EXPENSES	\$14,738.17	\$219,997.68	\$132,180.44	\$155,000.00	141.93 %
CONTINGENCY					
10-90-5999-00 Contingency	\$15,272.25	\$16,578.65	\$1,296.00	\$25,000.00	66.31 %
Total	\$15,272.25	\$16,578.65	\$1,296.00	\$25,000.00	66.31 %
TOTAL ALL EXPENSES	\$422,460.47	\$4,443,207.18	\$4,515,960.19	\$4,555,070.71	97.54 %

Accounts Payable for July 10, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	7/10/2019 063019	Continuations Invoice	Paid	10-90-5999-00	Contingency	\$244.30
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	7/10/2019 063019	Circ & Processing Invoice	Paid	10-90-5999-00 10-25-5717-00	Contingency Processing Supplies	\$334.38 \$12.20
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	7/10/2019 063019	Books - YS & Processing Invoice	Paid	10-90-5999-00 10-25-5717-00	Contingency Processing Supplies	\$287.65 \$13.00
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	7/10/2019 063019	Books - Fiction & Processing Invoice	Paid	10-90-5999-00 10-25-5717-00	Contingency Processing Supplies	\$725.64 \$11.25
Downing Music Downing Music	7/10/2019 072419	Summer Read Performer Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$400.00
Ehlers Investment Partners Ehlers Investment Partners	7/10/2019 063019	June 2019 Consulting Fee Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$575.63
Findaway World Findaway World	7/10/2019 289889	Launchpads Invoice	Paid	10-90-5999-00	Contingency	\$674.45
Don Gray					Totals for Findaway World:	\$674.45
					Totals for Baker & Taylor (C5223353):	\$244.30
					Totals for Baker & Taylor (L0334152):	\$346.58
					Totals for Baker & Taylor (L5425632):	\$300.65
					Totals for Baker & Taylor (L5543202):	\$736.89
					Totals for Downing Music:	\$400.00
					Totals for Ehlers Investment Partners:	\$575.63

Lisle Library District

Accounts Payable for July 10, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Don Gray	7/10/2019 072719	Entertainment Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$350.00
Home Depot Credit Service Home Depot Credit Service	7/10/2019 2524340	Equipment, Supplies and Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$72.51
					<i>Totals for Don Gray:</i>	<u>\$350.00</u>
Intsita, LLC Intsita, LLC	7/10/2019 1006	Deposit - Staff Development Invoice	Paid	10-40-5787-00	In-Service	\$750.00
					<i>Totals for Home Depot Credit Service:</i>	<u>\$72.51</u>
Thomas Jaworski Thomas Jaworski	7/10/2019 092819	Program: College Application Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$150.00
					<i>Totals for Intsita, LLC:</i>	<u>\$750.00</u>
Jackie Kilcran Jackie Kilcran	7/10/2019 063019	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$14.38
					<i>Totals for Thomas Jaworski:</i>	<u>\$150.00</u>
Susan K. Maddox Susan K. Maddox	7/10/2019 072319	Program: Cooking Demo Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$350.00
					<i>Totals for Jackie Kilcran:</i>	<u>\$14.38</u>
Midwest Antenna & Satellite Inc Midwest Antenna & Satellite Inc XX-XXX2762	7/10/2019 072719	Summer Read Ice Cream Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$1,492.50
					<i>Totals for Susan K. Maddox:</i>	<u>\$350.00</u>
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	7/10/2019 47102	May 2019 Maintenance Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$800.00
					<i>Totals for Midwest Antenna & Satellite Inc:</i>	<u>\$1,492.50</u>

Lisle Library District

Accounts Payable for July 10, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Mary Saba Mary Saba	7/10/2019 June Maintenance	June 2019 Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$800.00
	7/10/2019 47243	April Backup Serv Licenses Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$200.00
	7/10/2019 May Bckup Serv Licen	May Backup Server Licenses Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$200.00
	7/10/2019 Jun Bckup Serv Licen	June Backup Server Licenses Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$200.00
	Totals for Outsource Solutions Group, Inc.:					<u>\$2,200.00</u>
The Fun Ones The Fun Ones XX-XXX1048	7/10/2019 072619	Program: Presentation Garden Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$125.00
	Totals for Mary Saba:					<u>\$125.00</u>
	7/10/2019 072719	Inflatable for SRP Wrap Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$535.00
Verizon Verizon	Totals for The Fun Ones:					<u>\$535.00</u>
	7/10/2019 9832465699	3 Wireless Hotspots Invoice	Paid	10-20-5656-00	Verizon	\$108.05
Village of Lisle Village of Lisle	Totals for Verizon:					<u>\$108.05</u>
	7/10/2019 062619	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$119.38
	Totals for Village of Lisle:					<u>\$119.38</u>
Lisa Zago Lisa Zago	7/10/2019 071719	Summer Read Performer Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$400.00
	Totals for Lisa Zago:					<u>\$400.00</u>

Lisle Library District

Accounts Payable for July 10, 2019

Account Summary

Account Number	Description	Net Amount
10-20-5654-00	Utilities - Sewer & Water	\$119.38
10-20-5656-00	Verizon	\$108.05
10-25-5717-00	Processing Supplies	\$36.45
10-25-5724-15	Local Travel	\$14.38
10-35-5763-00	Other Contr Svcs-Tech Asst	\$2,200.00
10-35-5765-10	Investment Agency Consultants	\$575.63
10-40-5787-00	In-Service	\$750.00
10-48-5846-00	Equip Maint/Repr-NonContr	\$72.51
10-60-5931-10	Programs - Adult Services	\$2,467.50
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$1,335.00
10-90-5999-00	Contingency	\$2,266.42
	GRAND TOTAL:	\$9,945.32

Account Distribution Report by Number

July 10, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-20-5654-00, Utilities - Sewer & Water									
7/10/2019	062619	Invoice	5756-333	Village of Lisle	Village of Lisle-06261	Posted	7/10/2019	\$119.38	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$119.38	\$0.00
10-20-5656-00, Verizon									
7/10/2019	9832465699	Invoice	5756-296	Verizon	Verizon-9832465699	Posted	7/10/2019	\$108.05	\$0.00
					Totals for 10-20-5656-00, Verizon:			\$108.05	\$0.00
10-25-5717-00, Processing Supplies									
7/10/2019	063019	Invoice	5756-308	Baker & Taylor (L5425632)	Baker & Taylor (L5425632)	Posted	7/10/2019	\$13.00	\$0.00
7/10/2019	063019	Invoice	5756-311	Baker & Taylor (L543202)	Baker & Taylor (L543202)	Posted	7/10/2019	\$11.25	\$0.00
7/10/2019	063019	Invoice	5756-316	Baker & Taylor (L0334152)	Baker & Taylor (L0334152)	Posted	7/10/2019	\$12.20	\$0.00
					Totals for 10-25-5717-00, Processing Supplies:			\$36.45	\$0.00
10-25-5724-15, Local Travel									
7/10/2019	063019	Invoice	5756-294	Jackie Kilcran	Jackie Kilcran-063019	Posted	7/10/2019	\$14.38	\$0.00
					Totals for 10-25-5724-15, Local Travel:			\$14.38	\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst									
7/10/2019	47102	Invoice	5756-319	Outsource Solutions Group, In	Outsource Solutions G	Posted	7/10/2019	\$800.00	\$0.00
7/10/2019	June Maintenance	Invoice	5756-321	Outsource Solutions Group, In	Outsource Solutions G	Posted	7/10/2019	\$800.00	\$0.00
7/10/2019	47243	Invoice	5756-323	Outsource Solutions Group, In	Outsource Solutions G	Posted	7/10/2019	\$200.00	\$0.00
7/10/2019	May Backup Serv Licen	Invoice	5756-325	Outsource Solutions Group, In	Outsource Solutions G	Posted	7/10/2019	\$200.00	\$0.00
7/10/2019	Jun Backup Serv Licen	Invoice	5756-327	Outsource Solutions Group, In	Outsource Solutions G	Posted	7/10/2019	\$200.00	\$0.00
					Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:			\$2,200.00	\$0.00
10-35-5765-10, Investment Agency Consultants									
7/10/2019	063019	Invoice	5756-317	Ehlers Investment Partners	Ehlers Investment Part	Posted	7/10/2019	\$575.63	\$0.00
					Totals for 10-35-5765-10, Investment Agency Consultants:			\$575.63	\$0.00
10-40-5787-00, In-Service									
7/10/2019	1006	Invoice	5756-304	Intsita, LLC	Intsita, LLC-1006	Posted	7/10/2019	\$750.00	\$0.00
					Totals for 10-40-5787-00, In-Service:			\$750.00	\$0.00
10-48-5846-00, Equip Maint/Repr-NonContr									
7/10/2019	2524340	Invoice	5756-302	Home Depot Credit Service	Home Depot Credit Se	Posted	7/10/2019	\$72.51	\$0.00
					Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:			\$72.51	\$0.00
10-60-5931-10, Programs - Adult Services									
7/10/2019	072319	Invoice	5756-298	Susan K. Maddox	Susan K. Maddox-0723	Posted	7/10/2019	\$350.00	\$0.00

Lisle Library District

Account Distribution Report by Number

July 10, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
7/10/2019	072719	Invoice	5756-300	Midwest Antenna & Satellite I	Midwest Antenna & S	Posted	7/10/2019	\$1,492.50	\$0.00
7/10/2019	072619	Invoice	5756-335	Mary Saba	Mary Saba-072619	Posted	7/10/2019	\$125.00	\$0.00
7/10/2019	072719	Invoice	5756-337	Don Gray	Don Gray-072719	Posted	7/10/2019	\$350.00	\$0.00
7/10/2019	092819	Invoice	5756-339	Thomas Jaworski	Thomas Jaworski-092	Posted	7/10/2019	\$150.00	\$0.00
10-60-5940-30, Reader Services - Youth Serv. Dept.									
7/10/2019	071719	Invoice	5756-083	Lisa Zago	Lisa Zago-071719	Posted	7/10/2019	\$400.00	\$0.00
7/10/2019	072419	Invoice	5756-085	Downing Music	Downing Music-0724	Posted	7/10/2019	\$400.00	\$0.00
7/10/2019	072719	Invoice	5756-331	The Fun Ones	The Fun Ones-072719	Posted	7/10/2019	\$535.00	\$0.00
10-90-5999-00, Contingency									
7/10/2019	063019	Invoice	5756-306	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	7/10/2019	\$287.65	\$0.00
7/10/2019	063019	Invoice	5756-309	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	7/10/2019	\$725.64	\$0.00
7/10/2019	063019	Invoice	5756-312	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	7/10/2019	\$244.30	\$0.00
7/10/2019	063019	Invoice	5756-314	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	7/10/2019	\$334.38	\$0.00
7/10/2019	289889	Invoice	5756-329	Findaway World	Findaway World-2898	Posted	7/10/2019	\$674.45	\$0.00
Totals for 10-90-5999-00, Contingency:									
								\$2,266.42	\$0.00
Grand Totals:								\$9,945.32	\$0.00

Lisle Library District Account Distribution Report by Number July 10, 2019

Report name: Account Number Report for July 10, 2019
Report format: Detail
Include these transaction dates: 7/10/2019 to 7/10/2019
Include these post dates: 7/10/2019 to 7/10/2019
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts: Query: Account number report
Include all Funds
Include all Classes
Include all Vendors
Include all Invoices
Include all Credit Memos
Include all Payments
Include all Purchase Orders
Include all Receipts
Include all Account Attributes
Include all Vendor Attributes
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Purchase Order Attributes
Include all Function(s)
Include all Department(s)

**PRIOR MONTHS BILLS PAID BETWEEN June 2019 and July 2019
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.**

Check #	Vendor	Amount
HSA	Salaries 6/14/19	\$ 63,121.25
HSA	Garnishment	\$ 151.46
HSA	Ill. Dept. of Revenue	\$ 4,021.78
Auto W/D	Howard Simon & Associates	\$ 501.21
HSA	EFTPS/Electronic Tax Pymt 6/14/19	\$ 20,957.22
HSA	Salaries 6/28/19	\$ 60,848.74
HSA	Garnishment	\$ 147.98
HSA	Ill. Dept. of Revenue	\$ 3,879.35
HSA	EFTPS/Electronic Tax Pymt 6/28/19	\$ 20,300.57
Wired	IMRF	\$ 18,208.03

3147	Baker & Taylor (L4171582)	Audio Books & Processing	934.75
3148	Baker & Taylor (C5223353)	Continuations	200.53
3149	Baker & Taylor (C5223433)	Continuations	303.23
3150	Baker & Taylor (L0334152)	Circ & Processing	1084.27
3151	Baker & Taylor (L4171782)	Auto Yours & Processing	347.28
3152	Baker & Taylor (L4342812)	YS Books & Processing	195.42
3153	Baker & Taylor (L5202982)	PBS & Processing	23.86
3154	Baker & Taylor (L5425632)	YS Books & Processing	1167.76
3155	Baker & Taylor (L5543202)	Books & Processing	3413.80
3156	Case Lots, Inc.	Janitorial and Kitchen Supplies	591.70
3157	CDW Government	Battery Backup & 2 Eaton Rack Battery Backups	2054.68
3158	Chicago Metro Fire Prevention	Heat Detector	528.50
3159	Complete Cleaning Company	Cleaning Chairs	1195.00
3160	Delta Dental - Risk	Dental Premium	2102.79
3161	DeSitter Flooring, Inc.	Carpet Replaced by Circ Desk	894.80
3162	ELM USA, Inc.	Supplies for Circ	138.95
3163	John Ferrari	Supplies for Program	29.00
3164	Fifth Third Bank	Phone, Supplies, Conference, Programs	8077.03
3165	Pam Freer	Book Group Supplies	10.99
3166	Garvey's Office Products	Office Supplies, Distilled Water	145.31
3167	Gail Graziani	ALA Conference	1097.36
3168	Impact Networking, LLC	Paper	289.90
3169	Laura Murff	ALA Conference	47.87
3170	NCPERS Group Life Ins	Payroll Withholding	80.00
3171	Winona Patterson	Display Supplies	14.48
3172	ProQuest LLC	Chicago Tribune, Proquest History	4664.40
3173	Will Savage	Supplies for Program	7.49
3174	Staples Advantage	Office Supplies	777.14
3175	Suburban Door Check & Lock Service	Keys	26.10
3176	The Fun Ones	SRP Kickoff - Slide - Never Received Original Check	1020.00
3177	Unique Management Services, Inc.	Collection Accounts	17.90
		Sub Total	\$ 59,799.81
		TOTAL	\$ 251,937.40

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$234,063.74
TOTAL .02 BUILDING/MAINT. EXPENSES	\$85.00
TOTAL IMRF/FICA EXPENSES	\$23,483.98
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	\$4,250.00
TOTAL OF ALL ABOVE	\$261,882.72

These expenses have been submitted by _____
(Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 7/10/2019

Trustee

Presiding Officer

List any invoices by payee and check number NOT being approved for payment:

Resolution 19-05

A RESOLUTION AUTHORIZING THE PREPARATION
AND FILING OF THE ANNUAL BUDGET AND
APPROPRIATION ORDINANCE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LISLE LIBRARY DISTRICT:

Section 1: That "AN ORDINANCE Adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District, DuPage County, Illinois, for the fiscal year beginning July 1, 2019, and specifying the object and purposes for which such appropriations are made and the amount appropriated for each object or purpose" be filed in the office of the Lisle Library District for at least thirty (30) days prior to final action thereon, and that during such period of time, it shall be made conveniently available to public inspection.

Section 2: That at least one public hearing shall be held as to such Ordinance prior to final action thereon, notice of which shall be given in a newspaper published in the Lisle Library District at least thirty (30) days prior to the time of such hearing.

FURTHER, this Resolution shall be in full force and effect from and after the adoption as provided by law.

ADOPTED this 10th day of July, 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Thomas Hummel, President of the LLD Board of Trustees

ATTEST:

Emily Swistak, Secretary of the LLD Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

I, Emily Swistak, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois, do hereby certify that at a regular meeting of said Board of Trustees held on the 10th day of July, 2019, the foregoing Resolution 19-05 was duly passed by the Board of Trustees.

Emily Swistak, Secretary of the LLD Board of Trustees
Lisle Library District
DuPage County, Illinois

NOTICE OF PUBLIC HEARING ON
BUDGET AND APPROPRIATION ORDINANCE
OF THE LISLE LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS

PUBLIC NOTICE is hereby given that the Lisle Library District has cause to be prepared in tentative form a combined annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation on the 18th day of September, 2019, at the hour of 6:30 p.m. at 777 Front Street, Lisle, Illinois.

Copies of such tentative Budget and Appropriation Ordinance will be available for public inspection at the Lisle Library District beginning August 15, 2019 during the hours of 9:30 a.m. to 9:00 p.m., Monday through Friday, Saturday, 9:30 a.m. to 5:00 p.m., and Sunday, 1:00 p.m. to 5:00 p.m. The library will be closed on Friday, August 16th for Staff Development Day, Sunday and Monday, September 1st and 2nd in observance of Labor Day.

By order of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois

Dated this 10th day of July, 2019

Thomas Hummel, President of the LLD Board of Trustees
Lisle Library District

ATTEST:

Emily Swistak, Secretary of the LLD Board of Trustees
Lisle Library District

POLICY 300
LIBRARY CARDS

All Lisle Library District (LLD) residents may obtain a Library card, regardless of age. The District includes most of Lisle proper, including unincorporated areas. Portions of unincorporated Naperville are also included within the District.

A. District Taxpayers

1. Library cards will be issued, without charge, to any person residing within District boundaries.
2. Patrons may pre-register for a Library card online via the LLD website, however card registrations must be finalized by LLD staff.
3. Proof of residency is required upon finalization of card registration and at the time of renewal.
4. Library cards are valid for two years and are renewable pursuant to proof of District residency and LLD policy.

B. District Minors

1. For minors up to the age of eighteen years, a signatory/parent/legal guardian signature is required for Library card registration finalization or for a renewal. The signatory is responsible for all materials checked out on a minor's card.
2. For minors, the legally designated primary residence will be used to determine eligibility for a library card. Library account correspondence will be sent to this address and all materials checked out on the minor's card will be the responsibility of the signatory on the card.
3. When a minor has multiple residences within the District, and there is an instance of joint custody, the child will only be issued one library card. Parents shall decide which address will be tied to the library card, thus determining that all the Library account correspondence will be sent to this address and the signatory at the address will be responsible for all materials checked out on the minor's card.
4. The LLD Director may grant provisional access to minors for a designated period of time due to exceptional familial circumstances, with the understanding that the card signatory is responsible for all materials checked out on a minor's card.

C. Non-Resident Taxpayer

1. LLD property owners who reside outside the District are eligible for a non-resident taxpayer Library card with full privileges. This includes multiple, non-resident, owners or those who lease taxable property.

2. A current property tax bill must be presented, showing ownership of the parcel of property within the District. Those who lease taxable property must show a copy of the commercial lease.
3. The LLD card is valid for one year from date of issue.

D. Non-Resident Option

1. In accordance with 75 ILCS 16/30-55.60, residents unserved by a public library may obtain an LLD card via payment of an annual fee.
2. The LLD must be the closest public library to the registrant's principal residence.
3. The non-resident fee shall be equitable and proportionate to property taxes paid by District residents. The LLD shall use the "Tax Bill Method" as established by the Illinois State Library [75 ILCS 5/4-7(12) and 16/30-55.60].
4. Non-resident LLD cards shall be valid for one year from date of issue and shall afford patrons full LLD privileges. Non-resident LLD card-holders may also seek reciprocal card privileges at other public libraries.
5. The non-resident annual fee affords LLD cards for all members of the respective household.

E. Responsibilities

1. LLD card-holders (signatories) are responsible for all materials checked out on their cards. In the event of loss or damage to LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.
3. The cost of an LLD replacement card is in accordance with LLD Policy 325, Schedule of Fines and Fees.
4. Identification and/or other documentation is required to validate account information or to determine District residency.

Adopted 12/14/87
Revised 11/13/96
Revised 11/13/02
Revised 02/20/12
Revised 07/10/19

POLICY 300
LIBRARY CARDS POLICY

All Lisle Library District (LLD) residents may obtain a Library card, regardless of age. The District includes most of Lisle proper, including unincorporated areas. Portions of unincorporated Naperville are also included within the District.

A. Eligibility for Card: ~~Lisle Library District Residents~~ Taxpayers

1. ~~To provide access to Library services, a~~ Library cards will be issued, without charge, to any person ~~who lives within the boundaries of the Library District~~ residing within District boundaries.
2. ~~All registrations must be completed on the Library premises or in the presence of Library staff.~~ Card registrations must be finalized by LLD staff, however patrons may pre-register for a Library card online via the LLD website. **TRANSPOSE SENTENCE**
3. Proof of residency is required ~~at the time of application, at the time of renewal, or upon receipt of the card.~~ upon finalization of card registration and at the time of renewal.
4. ~~The resident's~~ Library cards ~~is~~ are valid for two years and ~~is~~ are renewable as long as eligibility is retained pursuant to proof of District residency and LLD policy.
5. ~~In the instance of a patron with multiple addresses, such as a child of divorced parents, the legally designated primary residence will be used to determine eligibility for a Library card. If the application is approved, the card will be issued to the Lisle Library District address and all the Library correspondence will be sent to this address. In the case of joint custody when all addresses fall within the service area of the Lisle Library District, only one Library card will be issued to the patron at the address of his or her choosing. If only one residence is within the Lisle Library's service area, a card will be issued at the Lisle Library District address as long as the patron is not already a registered borrower of another public library.~~
6. ~~A parent/legal guardian signature is required for the Library card application and renewal of a minor up to the age of eighteen years. The parent/legal guardian is responsible for all materials checked out on the minor's card.~~

B. District Minors **ADD "SIGNATORY" to parent/legal guardian**

1. For minors up to the age of eighteen years, a parent/legal guardian signature is required for Library card registration finalization or for a renewal. The parent/legal guardian/signatory is responsible for all materials checked out on a minor's card.

2. For minors, the legally designated primary residence will be used to determine eligibility for a library card. Library account correspondence will be sent to this address and all materials checked out on the minor's card will be the responsibility of the parent who is the signatory on the card.
3. When a minor has two/**MULTIPLE** residences within the District, and there is an instance of joint custody, the child will only be issued one library card. Parents shall decide which address will be tied to the library card, thus determining that all the Library account correspondence will be sent to this address and the parent/signatory at the address will be responsible for all materials checked out on the minor's card.
4. The LLD Director may grant provisional access to minors for a designated period of time due to exceptional familial circumstances, with the understanding that the card signatory is responsible for all materials checked out on a minor's card.

C. ~~B. Eligibility for Card:~~ Non-Resident Taxpayer

1. ~~Lisle Library District~~ LLD property owners who reside elsewhere outside the District are eligible for a non-resident taxpayer Library card with full borrowing privileges. This includes multiple, non-resident, owners or those who lease taxable property. *(New IL Act: P.A. 100-0875)*
2. A current property tax bill must be ~~provided~~ presented, showing ownership of the particular parcel of property within the District. Those who lease taxable property must show a copy of the commercial lease.
3. ~~One person only will be designated as a card holder by the taxpayer~~
4. The LLD card is valid for one year. **FROM DATE OF ISSUE**

D. Non-Resident Policy and Fees Option

1. ~~A resident of an area~~ In accordance with 75 ILCS 16/30-55.60, residents unserved by the a public Library may obtain a Lisle Library District an LLD card through via payment of an annual fee. ~~is the Lisle Library District is considered to be the closest public Library to the applicant's residence, as determined by Illinois State Law. (75ILCS16/30-55.60).~~
2. The LLD must be the closest public library to the registrant's principal residence.
3. The non-resident fee shall be equitable and proportionate to the fee property taxes paid by Lisle Library District residents. ~~and shall be determined by the Tax Bill Method. The~~

LLD shall use the "Tax Bill Method" as established by the Illinois State Library [75 ILCS 5/4-7(12) and 16/30-55.60].

4. Non-resident ~~Library~~ LLD cards shall be valid for one year **FROM DATE OF ISSUE** and shall afford ~~all services offered by the Lisle Library District including reciprocal borrowing privileges.~~ patrons full LLD privileges. Non-resident LLD card-holders may also seek reciprocal card privileges at other public libraries.
5. The non-resident annual fee affords LLD cards for all members of the respective household.

~~E. Library Card Usage~~ Responsibilities

1. ~~Library cards are non-transferable and materials may be checked out only to the registered card holder.~~
2. LLD card holders (signatories) are responsible for all materials checked out on their cards. In the event of loss or damage to any LLD material, ~~the patron account may be charged~~ charges may be added to the patron account.
3. ~~A patron must present their valid Lisle Library District card in order to check out materials, or utilize designated Library resources.~~
4. If a ~~Library~~ the LLD card is stolen or lost and the patron reports such loss or theft to the Library, the patron will not be held responsible for any materials checked out on that card after the date that the loss or theft is reported. the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.
5. The cost of an LLD replacement card ~~will be according to~~ is in accordance with LLD Policy 325, Schedule of Fines and Fees.
6. Identification and/or other documentation is required to validate account information or to determine District residency.

Adopted 12/14/87
Revised 11/13/96
Revised 11/13/02
Revised 02/20/12
Revised _____19

Monthly Circulation Report - June 2019

		Checkouts	Renewals	Jun-19 TOTALS	YTD FY 17/18	YTD FY 18/19	YTD % Change	
Adult Non-Print		5,596	3,810	9,406	111,996	100,901	-9.91%	
Adult Print		6,824	4,310	11,134	112,228	110,961	-1.13%	
Adult Total		12,420	8,120	20,540	224,224	211,862	-5.51%	
YS Non-Print		3,130	2,409	5,539	28,765	29,309	1.89%	
YS Print		10,197	4,927	15,124	130,516	129,675	-0.64%	
Total YS		13,327	7,336	20,663	159,281	158,984	-0.19%	
Digital Media								
Overdrive		2,375		2,375	18,037	25,369	40.65%	
hoopla		1,858		1,858	19,275	23,191	20.32%	
RB Digital		360		360	1,713	3,852	124.87%	
Total Digital		4,593	0	4,593	39,025	52,412	34.30%	
Subtotal Print + Non-Print/Digital		30,340	15,456	45,796	422,530	423,258	0.17%	
Computer/Tech Sessions Logins		2,770		2,770	31,694	30,560	-3.58%	
Database Usage/Unique Logins		3,158		3,158	32,897	38,022	15.58%	
Wireless Use		1,487		1,487	21,732	18,085	-16.78%	
ScannX sessions/jobs		440		440	4,070	4,763	17.03%	
Museum Adventure Passes		34		34	285	264	-7.37%	
Total IT/Resource Sessions		7,889	0	7,889	90,678	91,694	1.12%	
Total Circulation		38,229	15,456	53,685	513,208	514,952	0.34%	
Literacy Software Usage Hours				90	1,182	1,093	-7.53%	
Borrower Information	June 2019 Total		YTD 17/18	YTD 18/19	YTD % Change			
New Library Cards Added	167		1,591	1,520	-4.46%			
Monthly Borrowers	3,355		36,714	35,302	-3.85%			
Total # Registered Borrowers	10,728		11,219	10,728	-4.38%			
InterLibrary Loans								
Materials Sent	132		1,725	1,710	-0.87%			
Materials Received	441		4,765	4,821	1.18%			
Polaris/Catalog Holds								
Holds Placed	3,015		35,367	35,874	1.43%			
Holds Checked Out	2,206		27,269	28,051	2.87%			

Lisle Library District
Program and Service Statistics - June 2019

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY17/18	YTD FY18/19	% Change
Library Event Statistics									
Staff Facilitated Programs		23	64	56	3	146	1,059	1,493	40.98%
Attendees		284	1,268	70	33	1,655	14,350	14,422	0.50%
Computer/Technology Programs		4	2		1	7	129	114	-11.63%
Attendees		20	17		2	39	491	445	-9.37%
Performer/Speaker/Author		3	4			7	40	42	5.00%
Attendees		71	295			366	1,265	1,488	17.63%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	12	9	-25.00%
Attendees	750					750	1,734	2,280	31.49%
Total Number of Programs	1	30	70	56	4	161	1,240	1,658	33.71%
Total Patrons Served by Programming	750	375	1,580	70	35	2,810	17,840	18,635	4.46%
Reference Questions		2,423	2,674	2,569		7,666	77,842	73,945	-5.01%
Volunteer Hours		5.00	486.00			491.00	1,494.50	1,274.00	-14.75%
Outreach Service Statistics									
Outreach Visits		2	6	1		9	175	178	1.71%
Patrons Served by Outreach Visits		115	572	20		707	11,809	11,836	0.23%
Home Delivery Dates		2				2	26	26	0.00%
Patrons Served via Home Delivery		115				115	1,006	1,424	41.55%
Total Outreach Programs		4	6	1		11	201	204	1.49%
Total Patrons Served with Outreach Services		230	572	20		822	12,815	13,260	3.47%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	83						1,245	1,078	-13.41%
Number of Outside Groups Using Meeting Space	27						308	287	-6.82%
Patrons Entering Building	14,643						176,565	168,229	-4.72%
Friend's Sponsored Programs	1						12	15	25.00%
Attendees	42						910	1,053	15.71%
Social Media Use									
Facebook (daily page consumption)	2,322						21,021	19,654	-6.50%
Twitter Followers	770						724	770	6.35%
Pinterest Average Daily Viewers	96						2,028	2,092	3.16%
Instagram Likes	943						4,991	6,256	25.35%
Flickr Views	19,833						114,625	182,551	59.26%
YouTube Views	373						N/A *	2,256	--

* New statline for January 2019.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: July 5, 2019

July Director's Report

Meetings:

Norton – June 11
Board – June 12
Dept Directors – June 13
Staff – June 18
Staff – June 19
L&Amen – June 24

FQC – June 26
Patron – June 27
Duffy – June 28
Personnel/Policy – June 28
Patron – July 1

Highlights/Developments

Independence Day 2019

July 4th turned out to be a wonderful day for the annual community parade. Sixteen LLD staff and five Trustees (+ family) participated in the patriotic walk down Main Street. The LLD crew walked alongside other community organizations, tossing candy, and handing out LLD bookmarks and magnets. Spectators could be heard cheering, "We love our Library!" all the way down Main Street. *Thank you Lisle! We love you too!*

LLD Summer Read 2019

Summer Read continues to garner a lot of interest. The Adult and Youth Services Quarterly Reports detail a variety of fun and educational activities that Summer Read brings. As of this report, 991 children, 93 teens, and 412 adults have registered for Summer Read 2019, totaling 1496 patrons. The Summer Read Wrap-up party is Saturday, July 27th from 11:00am – 2:00pm, where we celebrate the end of summer and another successful reading season.

Audit

On June 24th, the Finance Director and I met with Matt Beran. Mr. Beran is a partner of Lauterbach & Amen (L&A), the LLD's new audit firm. It was an introductory meeting where Mr. Beran discussed his company and asked us general questions about our prior audit experiences and our current financial procedures.

For the next audit the LLD will have to conduct an OPEB (*Other Post-Employment Benefits*) Actuarial Report in accordance with GASB Statement 45. The OPEB Report will be conducted before the final L&A fieldwork. The Finance Director is currently gathering quotes for this work. The preliminary fieldwork will begin on July 25th.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: July 5, 2019

Facility Assessment

The FQC Facility Condition Assessment Report will be presented by Jack Hayes at a Special Meeting on July 10th at 6:00pm. Mr. Hayes visited the facility again to confirm a few mechanical equipment date plates and to discuss the prioritization method regarding recommendations within the report.

Technology Projects and Physical Plant Project Updates

IT Manager Hayes has updated the IT project chart in quarterly fashion. The chart follows this report, along with a “completed” chart. The LLD Technology Plan (charts + narrative) is expected in August.

Numerous smaller facility projects were addressed last quarter; some ongoing:

- Seal coating/stripping the parking lot was completed Sunday, June 2nd.
- The outdoor electrical work to run conduit under the roadway to the lighting pole was completed over the Memorial Weekend. The conduit in the landscape area along the driveway of the north side of the building was repaired June 7th.
- The Administration Office HVAC project re heating/cooling zones was completed in May.
- The roof above the Youth Services office was repaired on May 31st.
- The UD counters and sinks for the LLD Lobby rest rooms have been ordered. We await the fabricator and plumber to confirm a date for install.
- Diseased/dead trees were removed in April.
- Fire safety inspection/testing was completed by Chicago Metro Fire Protection in June.
- Carpet was repaired at the Circulation desk in June.
- Our curb/sidewalk concrete vendor assessed immediate repair areas on June 19th.

Statistics

In June, the Board instructed that I research data regarding LLD card usage and LLD patron visit counts. I've prepared two reports: *Lisle Library District (LLD) Active Card Report* and *Lisle Library District (LLD) Visitor Report*. The reports follow this July Director's Report. The *Active Card Report* examines “underserved” areas within the District and the *Visitor Report* studies patron door counts/visits in a number of statistical arrangements.

Respectfully submitted,



Tatiana Weinstein



Project Name	Priority	Brief Description	Status	ETA	Notes
Change Password	1	OSG	Ongoing	All Quarters	Firewall changed, most switched changed 5/2018
Database Links	1	Re links from Lisle Library District website that are proxied	Ongoing	All Quarters	
PCI Compliance	1	Annual compliance for payware 4 kiosks on one acct., web payments on another account	Ongoing	All Quarters	Annual: 2 reports and testing quarterly PCI Compliance Form
Security Training	1	Ongoing training	Ongoing	Ongoing	Started 11/29/18
Update Cart Laptops	1	Last update May 2019	Ongoing	Ongoing	Updated: May 2019, November 2018, May 2018
Update YS Laptops	2		Ongoing	Ongoing	Updated December 2018, June 2018
Imaging Project - Create Virtual Machine	1	create machine for test deployment	In Process	Q4 2018-19	Created 05/24/19
Switch Purchase	2	Continue to replace network infrastructure standardizing equipment	TBD	Q4 2018-19	Purchase 2 - 48 Port POE Cisco switches for machine room
16 workstations to be deployed for staff	1	lifecycle	TBD	Q1 2019-20	2 Deployed
APP Design - Capira Mobile	1	Capira Mobile	In Process	Q1 2019-20	
APP Technical Setup - Capira Mobile	1	Capira Mobile	In Process	Q1 2019-20	
APP Testing - Capira Mobile	1	Capira Mobile	TBD	Q1 2019-20	Internal & External Testing
APP Live - Capira Mobile	1	Capira Mobile	Scheduled	Q1 2019-20	
Battery Backup Install - Circ Wiring Closet	1	Install Battery Backup	TBD	Q1 2019-20	
Battery Backup Install - YS Wiring Closet	1	Install Battery Backup	TBD	Q1 2019-20	
Battery Backup Purchase - Server Room Rack	1	2 racks still need new battery backups	TBD	Q1 2019-20	
Ezproxy go live ETA	2	August 6 2019 ETA go live date	In Process	Q1 2019-20	
EZproxy server technical setup	2	Link set up for authentication	In Process	Q1 2019-20	
Imaging Project - Test Deploy	1		TBD	Q1 2019-20	
Image Staff PCs	1		TBD	Q1 2019-20	
Imaged Staff PCs - Installation	1		TBD	Q1 2019-20	
Internal Trouble Ticketing - Install Ticketing Software	1	Install Spiceworks Software	TBD	Q1 2019-20	
My Library Rewards client install on staff PCs that circulate	1	Install software for new My Library Rewards program	Scheduled	Q1 2019-20	August 2019 scheduled time to install
OPAC PCs Purchase	2	Purchase 6 new devices to replace OPACs	TBD	Q1 2019-20	
Public Monitor Installation	2	Install 10 monitors	Done	Q1 2019-20	
Rearrange YS Internet PCs	2		TBD	Q1 2019-20	
Staff PCs - 2018 purchase - Update PCs by department	2	Awaiting Cloning Setup	TBD	Q1 2019-20	2 completed
Switch Installation	2	Continue to replace network infrastructure standardizing equipment	TBD	Q1 2019-20	Install 2 - 48 Port POE Cisco switches for machine room
Work flow diagrams: Polaris, 365	3	OSG	TBD	Q1 2019-20	
Battery Backup Replacement - Entire Machine Room	2		TBD	Q2 2019-20	Purchase cost \$27,500 est
Network design: Staff wifi	2		TBD	Q2 2019-20	
Public PC Installation	2	Purchase Windows 10 PCs	TBD	Q2 2019-20	Windows 7 will no longer be supported by Microsoft after 01/14/20
Purchase Phone Server	2	Purchase New Phone Server	TBD	Q3 2019-20	\$16,000 - \$25,000 estimate
Small printer consolidation	3	AS printer consolidation	TBD	Q3 2019-20	
OPAC PCs Install	2	Install 6 new devices to replace OPACs	TBD	Q3 2019-20	Installation of new PACs
Staff PC Purchase FY 2019-2020	3	Purchase 12 Windows 10 PCs	TBD	Q4 2019-20	

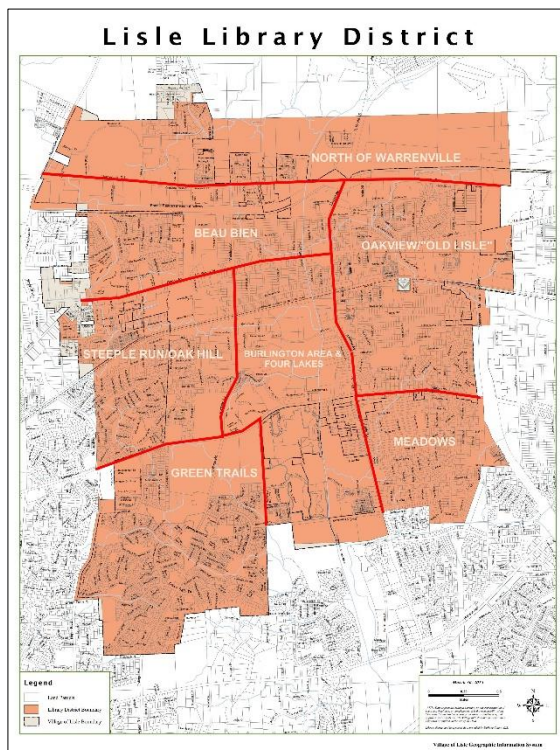
COMPLETED Projects	Priority	Brief Description	Status
Server deployment plan for LLD-App	1	Cassie, Smartshield, Wireless printing	Done
Upgrade Cassie software on 57 public PCs	1	Follows Server Migration	Done
Windows 10 PRO Volume Licensing	1		Done
Backup - set up rotation of hard drives	1		Done
Migrate DHCP for staff from the firewall back to servers	2	Migrate DHCP for staff from the firewall back to servers	Done
Security Camera installation (2)	2	Installation of two additional building security cameras	Done
Server deployment plan for Envisionware - payware	2	Envisionware server to be replaced	Done
Network diagram	2	Update diagram with granular detail due to connections	Done
Switch Installation	1	Plan and install 2 new switches/replacement of 3COM switches	Done
Backup Server compression	1	Set up data compression/external drives for back up rotation	Done
Upgrade 2007R2 to windows Server 2012	1	Upgrade server OS - discuss with customer	Done
Backup Software - Needs updating	1	Keep Software Consistent	Done
Backup testing	1	Verify server backups	Done
Email password change	1	All LLD email accounts	Done
MS SQL Server 2017 Licenses for Polaris-Catalog6	1	Server License and CALs	Done
MS SQL Server 2017 Licenses for Polaris-Ild-trainer	1	pricing out Server License and CALs	Done
OSG Purchase Hours	2	Purchase Block Hours	Done
People Counter	2	New People Counter	Done
Security Camera Purchase	1	Purchase 2 replacement cameras from Heritage Technologies	Done
Server deployment plan for Innovative Polaris Server	2	Virtualized server to replace: Catalog5, polarisweb, trainer - Licenses	Done
Internal Trouble Ticketing - Purchase Server	1	Old Polarisweb too old to re use	Done
Internal Trouble Ticketing - Install Server	1	Spiceworks	Done
APP Select/Purchase - Capira Mobile	1	Capria Mobile	Done
Battery Backup Purchase - Circ Wiring Closet	1	New Battery Backup Needed	Done
Battery Backup Purchase - Server Room Racks	1	APC	Done
Battery Backup Purchase - YS Wiring Closet	1	New Battery Backup Needed	Done
EZproxy order hosting arrangement	1	Ezproxy on site server or hosted	Done
Imaging Project - catalog5 server after Polaris Install	1	Prep former server to become image server	Done
Imaging Software Installation	1	Install Imaging Software on server	Done
Imaging Software Purchase	1	Purchase PC Imaging Software	Done
Public Monitor Purchase	2	Purchase 10 monitors	Done
Public PC Purchase	2	Purchase 20 Windows 10 PCs	Done
Security Camera installation	1	Install 2 replacement cameras	Done
Staff PC Purchase FY 2018-2019	2	Purchase 16 Windows 10 PCs	Done

Lisle Library District (LLD) Active Card Report

On June 12, 2019, the LLD Board of Trustees indicated their interest in recognizing underserved areas within the District. For the purposes of this report, the term “underserved” shall refer to the underutilization of LLD services and resources. One of the ways to research this topic is to examine card activity within the District.

This report presents the distribution of active cards in the District, using three years of Polaris (LLD Integrated Library System [ILS]) data; July 1, 2016 through June 30, 2019. The term “active” refers to Library cards that have been utilized¹ within this three year span.

The Polaris ILS divides the District into seven zones (Fig. 1, map/s attached): Oakview/Old Lisle (LLD vicinity), North Warrenville, Beau Bien, Burlington Area/Four Lakes, Steeple Run/Oak Hill, Green Trails, and the Meadows. The District covers most of Lisle proper, including unincorporated areas of Lisle and Naperville.



All District residents are eligible for a Library card regardless of age. LLD Library cards provide access to the Library’s collection of physical and digital materials and database content. They afford the cardholder reciprocal borrowing privileges at other libraries, participation in the LLD community discount program, interlibrary loan opportunities, and the option to reserve the meeting rooms for civic/educational/cultural activities.

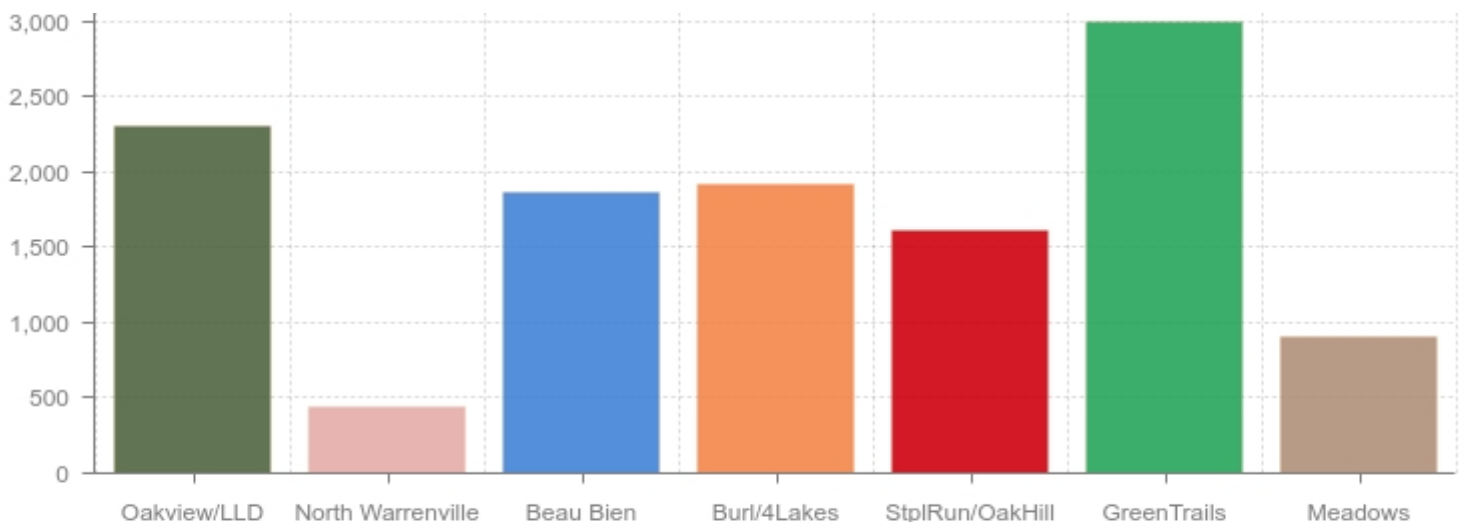
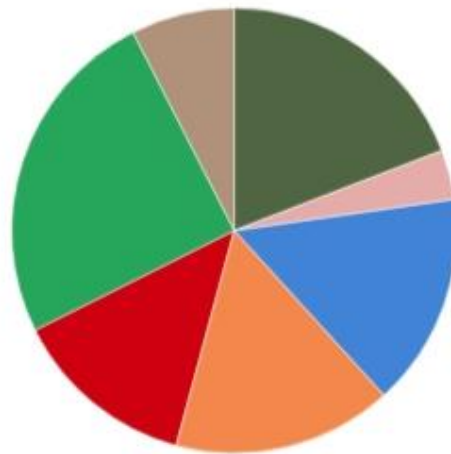
It is important to note that the allotment of housing within each zone varies due to land uses such as commercial, residential, and public land applications. For example, the number of existing households within the North Warrenville zone is far less than in the Green Trails zone. This is due to less residential, more commercial, and Arboretum green space uses within the North Warrenville zone and expansive residential development within the Green Trails subdivision.

Figure 1. Lisle Library District map provided by Village of Lisle Geographic Information System; 2015. Zones charted by LLD.

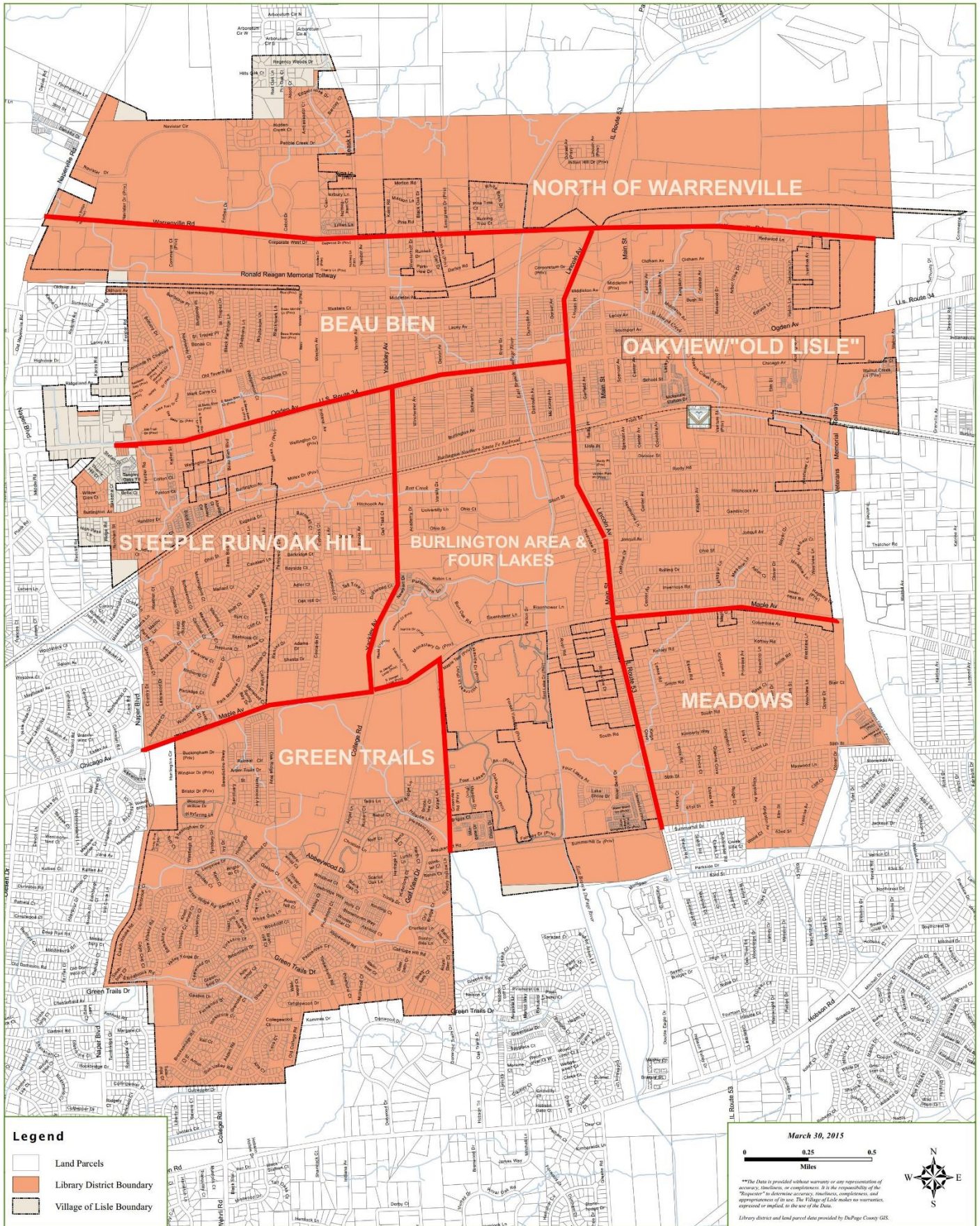
¹ LLD Library cards provide access to the Library’s collection of physical and digital materials, database content and afford the cardholder reciprocal borrowing privileges at other libraries, participation in the LLD community discount program, interlibrary loan options, and the reservation of the meeting rooms for civic/educational/cultural activity.

Below, are two charts depicting the distribution of active LLD cardholders within the District. Of the 12,026 active cards, most activity comes from the Green Trails zone (25%). The second most active area in the District is Oakview (19%), where the LLD facility is located. The Burlington/Four Lakes (16%), Beau Bien (16%), Steeple Run/Oak Hill (13%) zones are the next most active areas, with the Meadows (8%) and North Warrenville (4%) zones coming in as least active. Should the LLD wish to increase card activity within certain zones, a deeper analysis of household distribution is warranted.

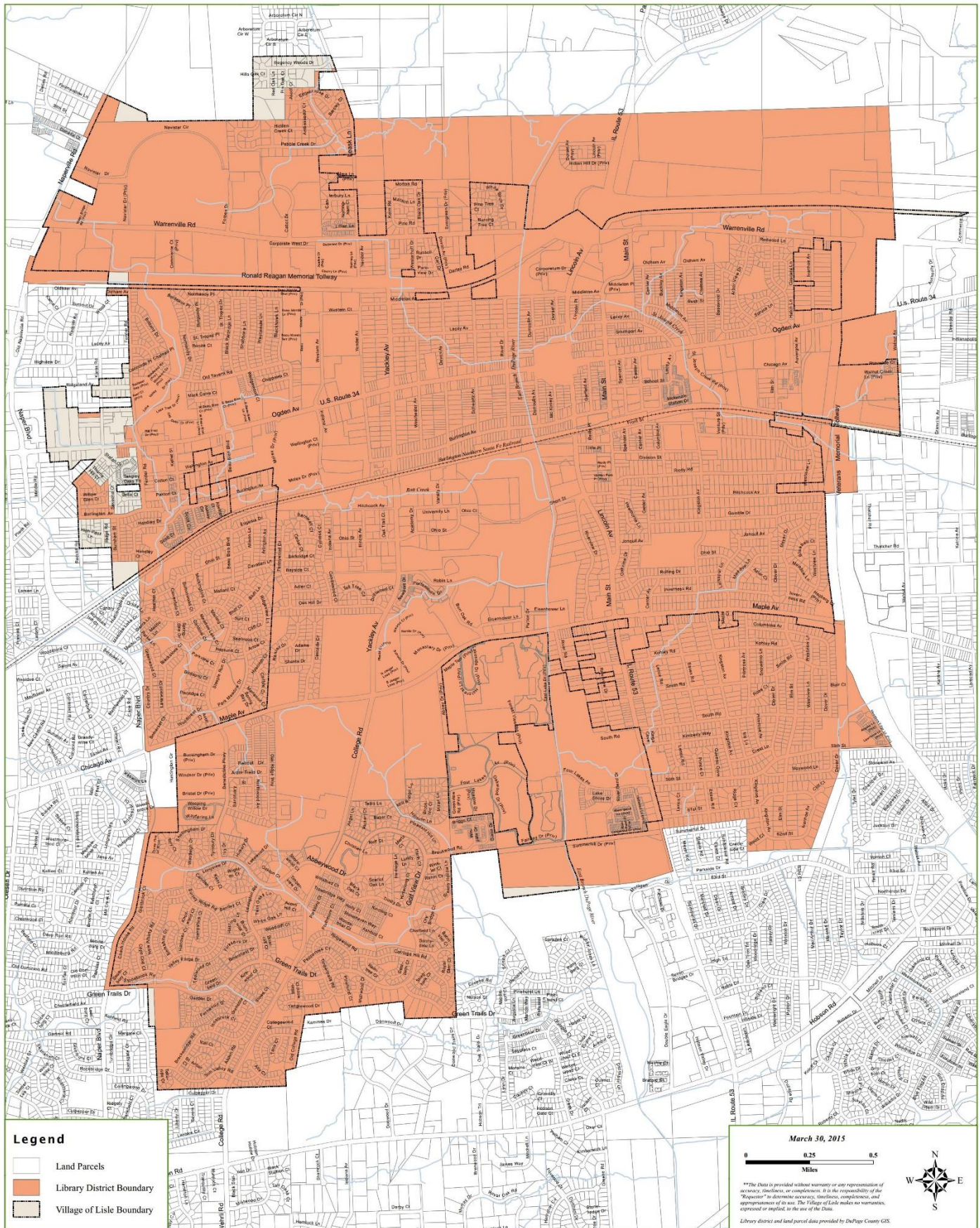
Active LLD Cardholders
 3 years of data



Lisle Library District



Lisle Library District



Lisle Library District (LLD) Visitor Report

In an effort to understand how our patrons use the Library throughout the year, the LLD Board of Trustees desired a more comprehensive examination of patron visits to the facility. This report studies fiscal year 18/19's monthly, workweek, and weekend statistical data. The data used in this report was supplied via the LLD Circulation Department's "people counter" device and the LLD's online calendar software.

When studying monthly visitors, there is a definite curve to the fiscal year, showing high attendance in the warmer months and lower in the winter. The most visited months are July, March, October, and June. The least visited months are December, February, November and January.

When you chart the workweek (M-F), Saturdays, and Sundays, you see the same visit curve, however this chart shows comparable door counts for both Saturdays and Sundays, despite the variance in hours of operation.

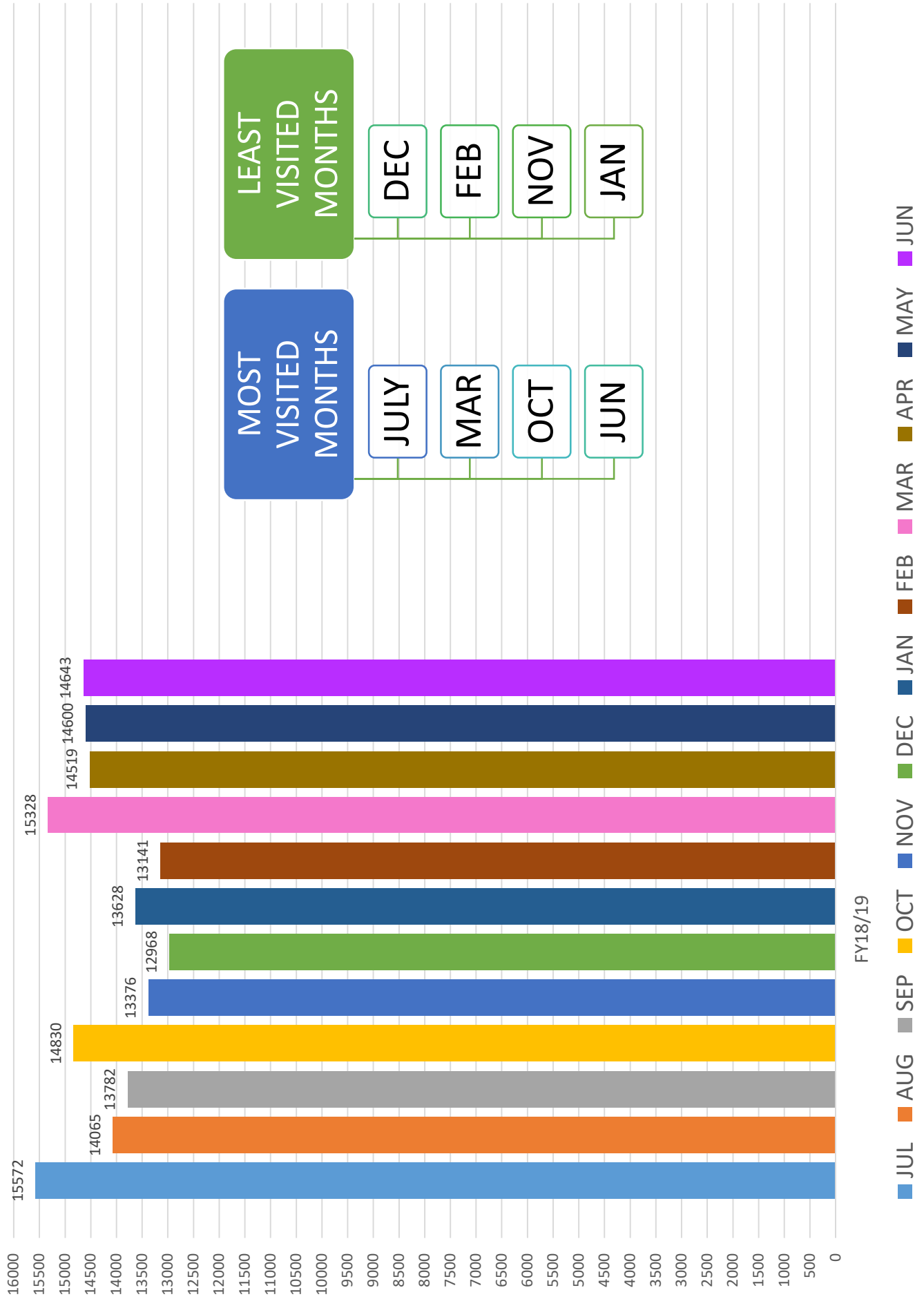
In FY18/19 the LLD conducted four major library-wide programs on Saturdays: Summer Read Wrap-up in July of 2018, Star Wars Reads Day in October of 2018, Harry Potter Day in March of 2019, and the Summer Read Kick-Off in June of 2019.

The Library experiences much higher door counts at these popular Saturday events. The Board requested an examination of visits with and without major events. When you chart all Saturday visits, the LLD sees 28,467 visits. When you remove the four major events, the LLD sees 24,871 visits. Taking the averages using 52 and 48 Saturdays respectively, you see 547 visits per Saturday and when you omit the four major events, you see 518 visits per Saturday.

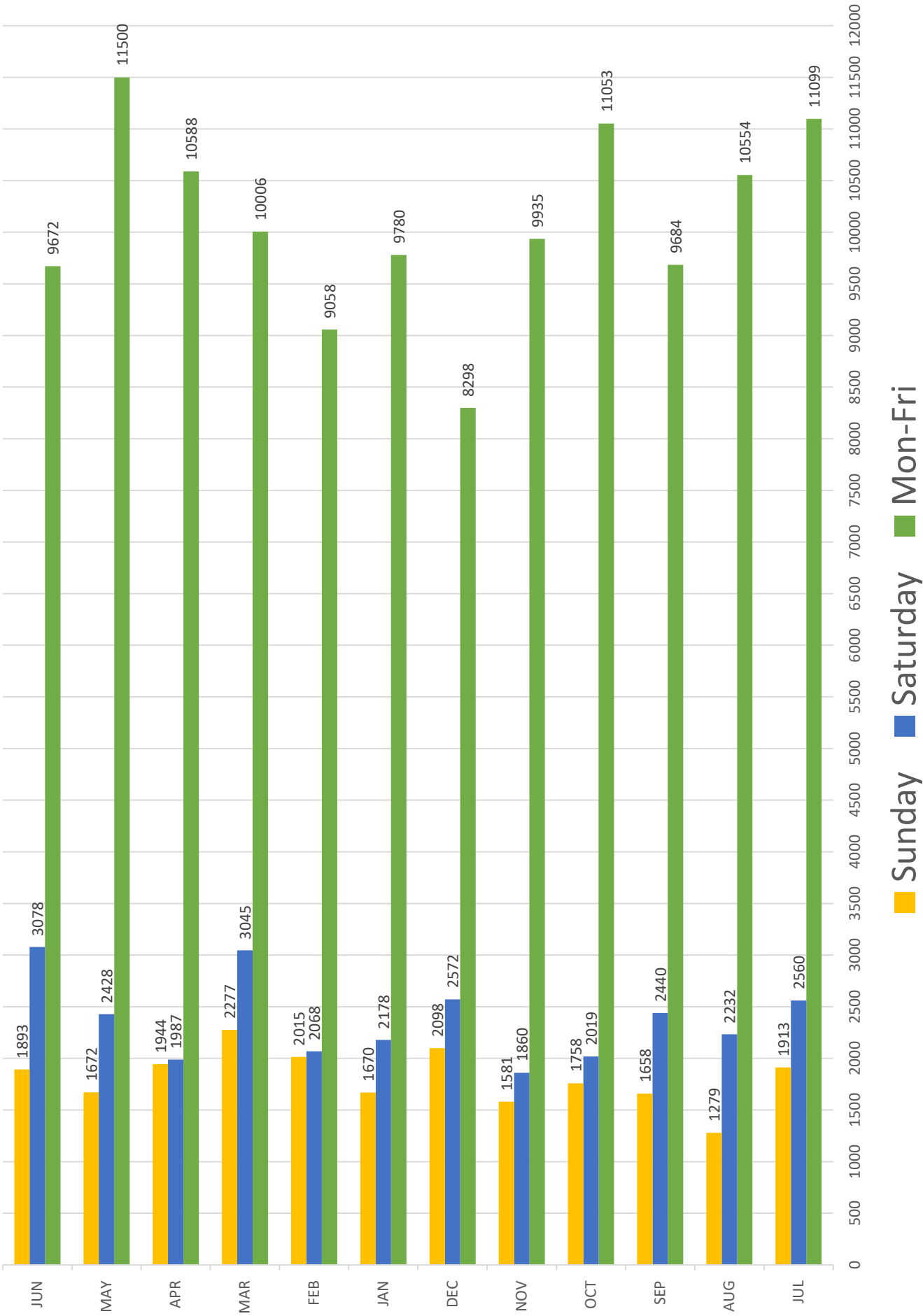
Looking at the visit averages for Monday through Friday, Saturdays, and Sundays you see fairly similar numbers. On average, the LLD has 481 visits a day during the workweek (M-F). On average, the LLD has 547 visits on Saturdays (518 w/o major events) and, on average, 444 visits on Sundays. This data takes into account holiday closings and emergency/snow closings.

Charts follow...

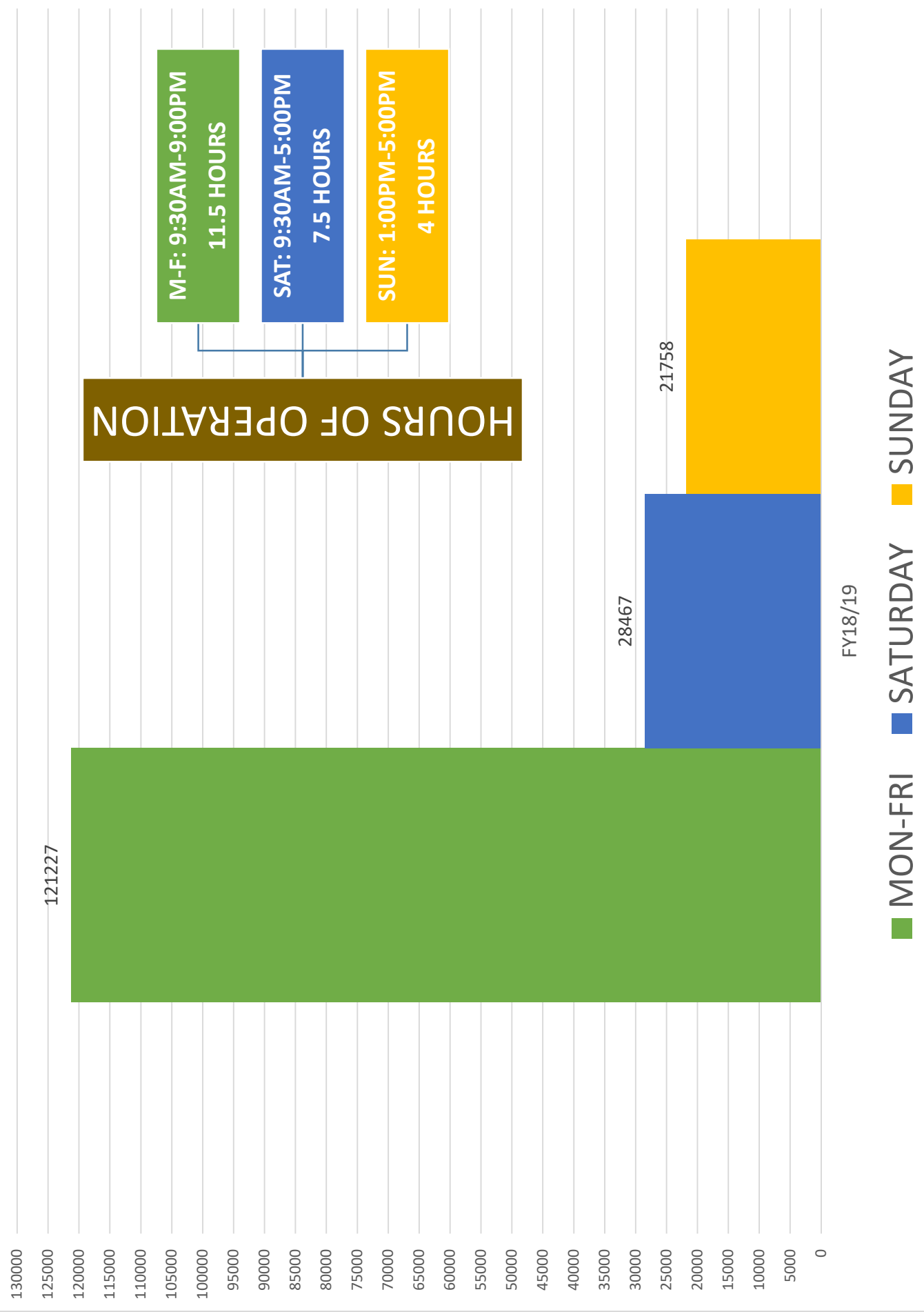
LLD TOTAL MONTHLY VISITORS

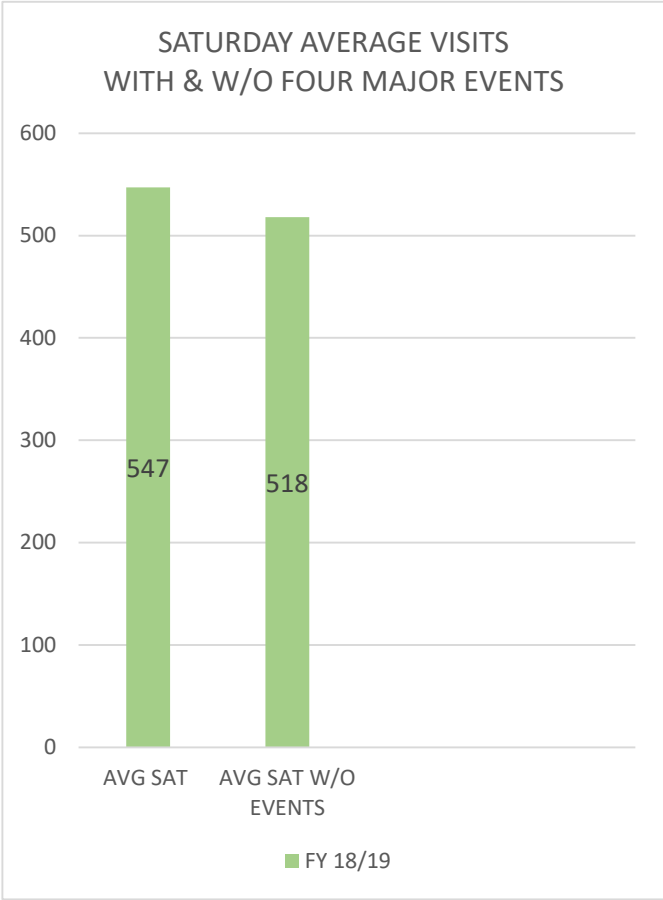
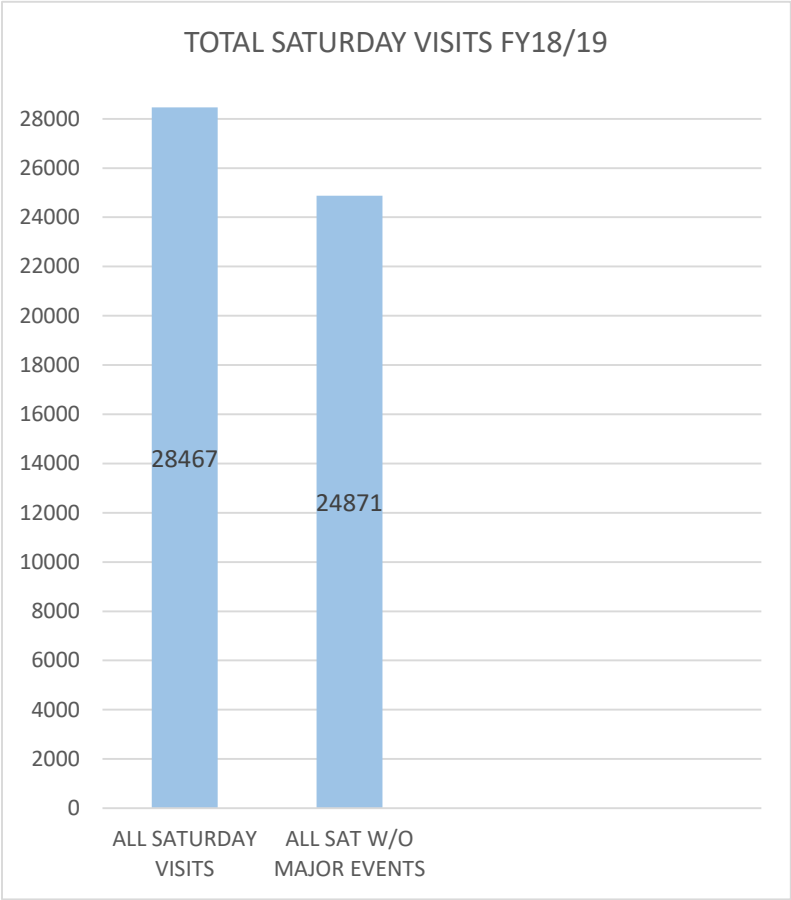


LLD FISCAL YEAR 18/19 | WORKWEEK & WEEKEND PATRON VISITS

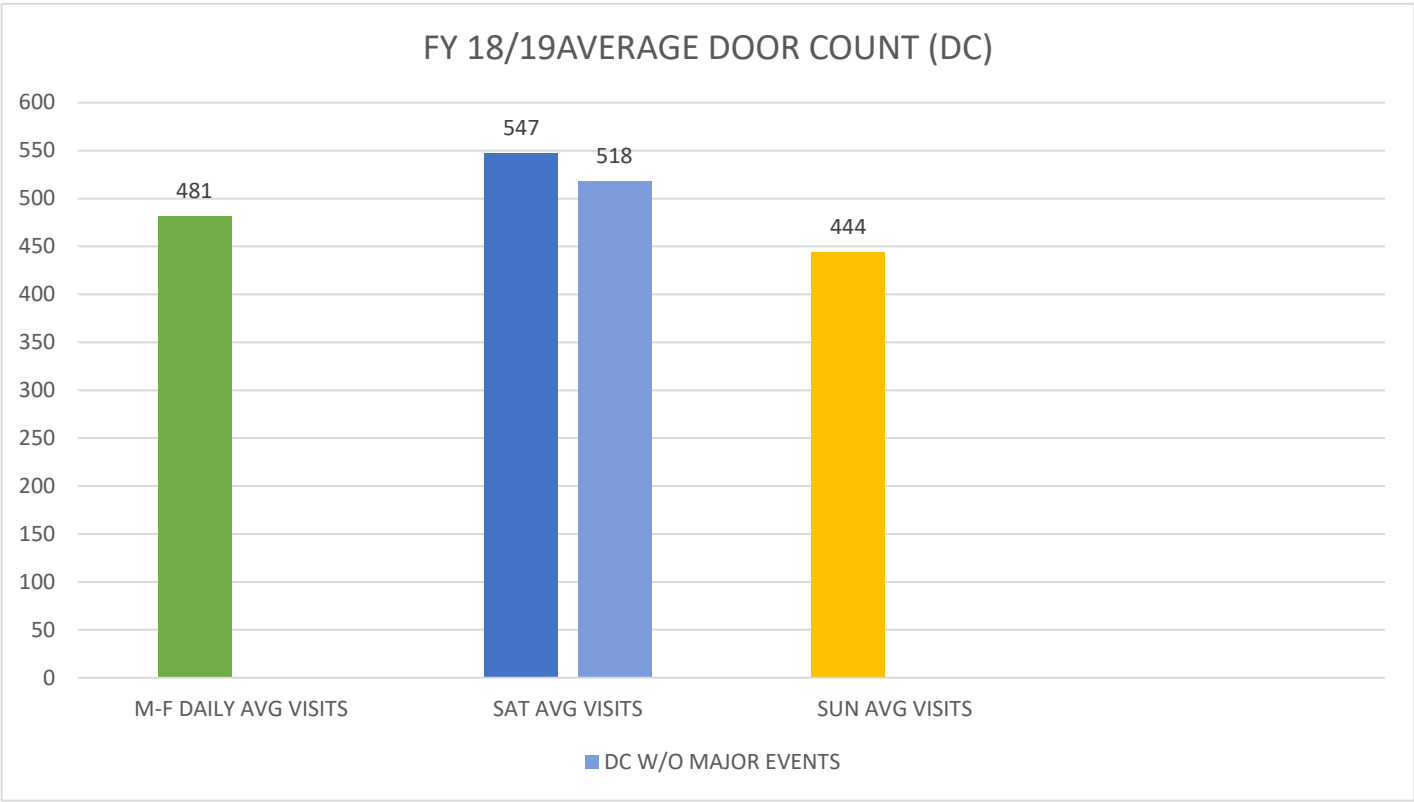


LLD TOTAL WORKWEEK & WEEKEND VISITORS





COUNT = DOOR COUNT/EVENT ATTENDEES



FISCAL YEAR 18/19:

252 WEEKDAYS | HOLIDAY + SNOW DAY CLOSINGS/9 WEEKDAYS

52 SATURDAYS

49 SUNDAYS | HOLIDAY CLOSINGS/3

July 2019 Assistant Director Report

Meetings

- Jack Hayes FQC – June 26
- Patriot Electric – June 7
- Board Meeting – June 12
- Personnel & Policy Com-June 28
- DeSitter Carpet – June 19
- Monaco Mechanical – June 13
- Roger Miller – June 11,19
- Staff Meeting – June 18
- Eco Clean – June 24
- Colley Elevator – June 19

Event Team

Summer Read will wrap-up with a special event Saturday, July 27th from 11am to 2pm. The Event Team has planned to celebrate the completion of the summer reading goals with an outdoor event featuring music from a DJ, frozen treats, inflatable dart board and prize pickup stations.

E-Book News

The American Library Association (ALA) Council recently passed the *Resolution on E-Book Pricing for Libraries*. The resolution calls for a working group to address library concerns with publishers and content providers. LLD staff are paying particular attention to changes for E-Books and libraries. Recently, several publishers changed their business model to be more restrictive to libraries and content providers are likewise changing their pricing models based on the publishers' policies. Staff continue to network with RAILS and the State of Illinois Library for best practices in E-Book services for libraries.

Monday Lunch Program

LLD partners with the Northern Illinois Food Bank and the West Suburban Community Pantry to provide lunch on Mondays during the summer months for children. This year the LLD added an activity before the lunch. In June, children had a visit from the Lisle-Woodridge Fire District with fire truck plus other activities such as floor keyboards, giant magnetic blocks and a STEM activity with Spheros. In June, the LLD and partners helped to provide lunch for 61 children on three dates.

Facility

Fire safety inspection and testing was completed by Chicago Metro Fire Protection. Testing included the fire and sprinkler systems, and the elevator smoke detection system. Older heat detectors were replaced in mechanical and kitchen areas, and one sprinkler head repaired. Older emergency lights are scheduled for replacement by our electrician.

The carpet at the Circulation desk was repaired by DeSitter Carpet. Unraveling carpet was removed and replaced with carpet tiles.

The south detention area had 18 inches of water after the heavy rain of July 2nd. The area drained as of July 5th.

The outdoor electrical work to run conduit under the roadway to the lighting pole was completed in May. In June conduit was replaced in the landscape area along the driveway of the north side of the building.

New counters and sinks are planned for the LLD Lobby rest rooms. Staff selected counter top materials, sinks and faucets for the project. Installation requires coordinating demolition of existing counters, installing new counters by the fabricator and changing sinks and pipes by the Stephens Plumbing. Dates are being coordinated with Stephens.

A handwritten signature in cursive script that reads "Beth McQuillan". The signature is written in dark ink on a white background.

Beth McQuillan

Adult Services Quarterly Report
April-May-June 2019

April:

Adult Services presented three programs in celebration of National Library Week. Gail Graziani taught a technology class, *Online Research & Learning for National Library Week*, where she highlighted a selection of over 35 online learning tools that can be accessed with an LLD card. Additionally, Adult Services collaborated with Youth Services for another family craft night- DIY Book Night Lights. Patrons were given an LED light and clear mason jars to decorate with discarded book pages, tissue paper, and assorted craft leftovers. Lastly, on Saturday, April 13th, approximately 50 patrons attended *Celebrating the Exceptional Women Who've Enriched the LLD!* Our community lost three outstanding Library leaders within the last five years: Barbara Roake, Marilyn Cawiezel, and Robin Sprietsma. In celebration of the extraordinary work these women contributed to the LLD, this event featured live music from the Bel Sonore Chamber Ensemble, a delightful photo wall, a Lisle Woman's Club display, and refreshments. Donations in memory of Barbara Roake were presented, including two Mission-style lamps, a signed children's art print, and 15 hardcover books. Additionally, a plaque was presented documenting Barbara Roake's journey in establishing the Library. The Lisle Woman's Club graciously co-sponsored this event.

Literacy Librarian, Jean Demas, attended the spring meeting of LEARN (Libraries' English and Reading Network) at the Skokie Public Library where she presented information to 23 professionals about marketing Literacy/ELD services and highlighted our flyers and other promotional materials designed for adults new to English. Jean also attended the RAILS Member Update webinar and presented on the progress of the Families Together literacy class grant from RAILS to more than 150 members attending at 15 site locations and an additional 89 members streaming audio. Additionally, during the month of April Jean was asked to become a part of the RAILS Grant Review Team. As a team member, Jean will review grant applications submitted to RAILS and make recommendations.

Adult Programming Coordinator, Xavier Duran, became a member of the group that purchases titles for our eMedia consortium. In this role, Xavier will meet with OverDrive representatives and will spend time each month choosing titles for the consortium.

We had several well-attended programs for adults throughout April, including: 22 patrons at *Essentials of Estate Planning*, 40 patrons at *Getting the Most out of Retirement*, 19 patrons at *All Ages Intermediate Chess Skills and Strategies*, 42 patrons at *Medicare 101*, and 38 patrons at *Greener Cleaners*.

On Friday, April 5th, 25 people attended the opening night reception for artist Robert J. Flores' photography show, "Spring Ahead."

May:

On May 3rd, Winona Patterson and Rochelle Storm attended ILA's Reaching Forward Conference in Rosemont, Illinois. Winona attended the following programs- *When the Golden Rule Goes Wrong*, *Show Me the Morale!*, *Weeding 101*, and *Level Up Your Career Today!* Rochelle attended *Bye, Bye Bias*, *All About Audiobooks*, and *Understanding Patrons with Dementia*.

Adult Services Librarian, Patricia Ruocco, attended the annual mystery conference, Malice Domestic, in

North Bethesda, Maryland where she sat on two panels. 89 people attended “Putting the Fun in Murder” and approximately 30 people attended “Murder in Small Towns.”

The LLD celebrated *Comic Book Giveaway Day* by handing out comics to 116 patrons. Comic Book Giveaway Day is an annual celebration of comic books designed to introduce the genre/format to new readers. This event was presented with help from Graham Cracker Comics.

On Wednesday, May 22nd, 18 families from the Family Literacy Class attended the end of the school year pot luck luncheon at the Library. Each family brought a dish from their native country and the parents explained the history of the item to the group. Major outcomes from this year as reported by Jean Demas, include: all 18 families applied for and received LLD library cards, social/emotional behavior improved in both parents and children as described during class periods, and several parents felt confident enough with their English improvement to begin additional weekly meetings in their homes to further their practice.

Jean Demas attended the quarterly meeting of the Business Librarians Networking Group at the Downers Grove Library with 17 other attendees from nearby libraries. The group discussed marketing business resources and related databases for the business community.

June:

On Saturday, June 1st, the Lisle Library hosted its annual Summer Read Kick-Off Party. The Cupcakes for Courage food truck distributed 450 cupcakes in various flavors. Outdoor activities also included an inflatable climbing wall and slide, a chalk-the-walk activity, and a paint your own maraca craft. Inside activities included: registration for the summer read program, our Readers’ Advisory table where Noelle Spicher and Rochelle Storm gave patrons personalized book suggestions, and a book trivia BINGO game. Circulation Services held drawings for gifts from local businesses and finally, we had a photo booth in the large study room. It is estimated that 750 people attended the celebration with 581 people registering for Summer Read that day including 125 for Adult Summer Read, 24 for Teen Summer Read, 346 for Youth Kids Summer Read, 77 for Pre-K Kids Summer Read, and 9 for Youth Baby Summer Read.

Jean Demas welcomed 11 new Literacy DuPage volunteer tutors who had completed a 15 hour training class at LLD. Jean provided a presentation to the group about LLD’s Literacy/English Language Development resources and gave the group a tour of our ELD collection.

Teen Librarian Noelle Spicher launched a new programming series this summer- *Coding Club*. This six-part series follows a Plan-Learn-Build-Celebrate model where teens choose their own coding project which they work on in groups throughout the summer. The last meeting will allow teens to invite family and friends to the Library where they can present their finished product.

On Thursday, June 20th, prolific Crime Fiction writer, Hank Phillippi Ryan, visited the Murder Among Friends book group in person for the fourth time! 23 group members and visitors were present to chat with her about her stand-alone suspense mystery, *Trust Me*.

Adult Services Assistant Director, Gail Graziani, attended the American Library Association’s Annual Conference in Washington, D.C. and had the opportunity to network with other librarians and attended

programs including, *Diverse Voices in Science Fiction*, *Empowering Digital Citizens*, *Give Them What They Want - Reader Focused Collection Development*, and many more.

Pam Freer and Rochelle Storm represented the Library at the Lisle Woman's Club's annual Garden Gait event. Their table included garden-themed books, periodicals, and DVDs, brochures for the Seed Library, e-Library, and Summer Read Program, along with several giveaways including new plant-able bookmarks, which were very popular. Pam and Rochelle spoke to approximately 95 people. Additionally, Winona Patterson and Anne Loeding-Foster set up a table in the lobby of Brookdale and talked to 20 residents about the home delivery program. They also answered general questions about the Library and individual accounts, registered 8 patrons for cards (5 of those new card holders for home delivery), and renewed 4 cards.

On Saturday, June 8th, 35 people attended the opening reception for artist Diana Mitchell's show *Landscapes in Soft Pastel*.

Respectfully Submitted, Elizabeth Hopkins



Youth Services Quarterly Report–July 2019

News and Patron Communications:

- I was appointed to the Monarch Awards selection committee board for the years of 19/20, 20/21, and 21/22. The Monarch is a program designed to expose readers grades K-3 to different authors and illustrators.
- We have had several patron requests for a painting program for children, similar to the dinosaur painting program we ran with the help of former Lisle District 202 art teacher Nancy Staszak last year. We will be keeping these requests in mind as we plan for the coming newsletter cycle.
- We have received a lot of good feedback from patrons (children and parents) on the changes we implemented to the Summer Reading Program. We are already using that feedback to adapt on the fly and prepare for next year. See below for more details on the program.

Programs & Community Outreach Highlights:

- The Summer Reading Program began on June 2 with a very successful kickoff party. As of this report, we have 988 children participating this summer and they have logged just over 313,000 minutes read. Incentives this year are a mix of physical prizes, such as character buttons, library branded water bottles, or hex bugs. As was found to be the case last year, the tokens that kids earn as they progress through the program have proven to continue to be wildly popular. We have had to do so creative marketing to incentivize the exchange of tokens, including introducing new “limited edition” button options because so many participants wanted to amass as many tokens as they could instead of spending them!
- The LLD and Camp Summer Quest are partnering again this year to provide campers with educational programming. Each Tuesday morning a staff member conducts an outreach program aligned with the Park District’s theme for the week. Highlighting Summer Read and LLD resources while kids are out of school also reminds day-campers that the LLD is accessible year-round.
- Our summer performer series is continuing for another year. Each Wednesday we have a performer put on a show at 2pm in the afternoon. Performances have included an animal show, science exhibitions, a cartoonist, and a theater production.
- Our Spring Reading program was extremely well received in April. The theme this year was Knights vs Dinosaurs. Over the course of the month 207 children participated and over 60 children attended our spring read wrap-up event.

- For National Library Month (April) we had a special series of storytimes starring the Dragon from Dragons Love Tacos. YS Staff performed outreach storytimes at Tate Woods, Schiesher, Beebe, and St Joan, as well as having a storytime for our young patrons in the Library.
- We introduced a new storytime to our lineup this June. We have begun hosting another Little Movers and Shakers storytime (ages 6 months to 2 years) on Monday evenings. This storytime will complement our other evening storytime held on Wednesdays, Pajama storytime.
- Imagination Inc and Discovery Brigade have continued through the beginning of summer. Some of the topics covered included:
 - Green Screen Technology
 - Entomology
 - Mini Robot Building
 - Coding

Professional Development:

- I attended several Laconi meetings over the course of the last three months. The meetings revolved around planning out the upcoming year of programming that we as the YS arm of LACONI will offer for professional development during the next fiscal year. In the fall, I will be stepping down as a member of the board, and Youth Services Librarian Katie McMahon will be taking my place.
- Assistant Director John Ferrari has had several meetings as a member of the iRead board. This committee plans and implements the summer reading program theme for the state of Illinois. With summer upon us, many of his meetings are looking ahead and beginning to plan for the summer of 2019.
- I spoke at the Reaching Forward conference this May. The panel I was a member of discussed how our libraries run Star Wars Reads Day. I was joined by representatives from Joliet Public Library, Bloomingdale Public Library, and Glenside Public Library.

Respectfully Submitted,

Will Savage
Director of Youth Services

Quarterly Board Report

4th Quarter FY18/19

Circulation Services Department

July 3, 2019

Automatic Renewals

The Library launched automatic renewals on Saturday, June 1, 2019, for all current, registered users. Feedback from our patrons has been very positive.

- Eligible LLD items automatically renew two days before they are due.
- The new due (renewal) date for the automatically renewed item is calculated by taking the current (original) due date and adding the full loan period.
- If a user has opted for email/text notification, the user will receive an email/text reminder two days before the item's original due date notifying if materials were renewed or not.
- Auto-renewals go by the original due date and not by the date of the reminder notice.

Conditions/Exceptions:

- Patron blocks prevent automatic renewals; for example, library card accounts with fines of \$10.00 or more or for users with long overdue materials (6 weeks or more).
- Items that have been renewed twice cannot be renewed.
- Interlibrary loans (ILLs) cannot be automatically renewed; staff must check with the lending library. Please contact Circulation Services staff for assistance in extending an ILL loan.
- Digital media/eContent cannot be automatically renewed.
- Items with reserves/hold requests, new-arrival video games, streaming devices (Roku), Literacy DVD players, and items with loan periods of less than 7 days cannot be renewed.

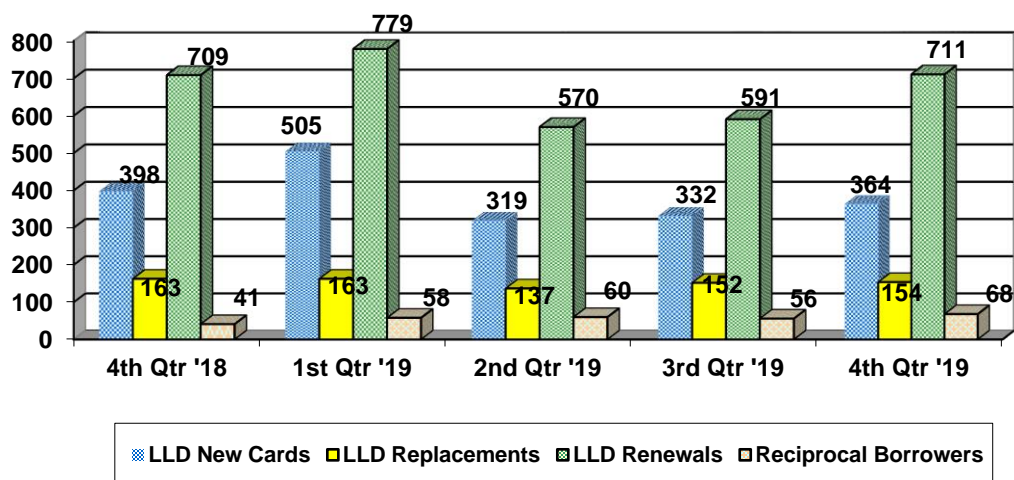
Outreach

Circulation Services (CS) staff members visited the Lisle Park District's Senior Center (*photo at right*) and Brookdale Senior Living Solutions Lisle in order to register new patrons with library cards, renew existing library cards, and to share information about Library services and programs.

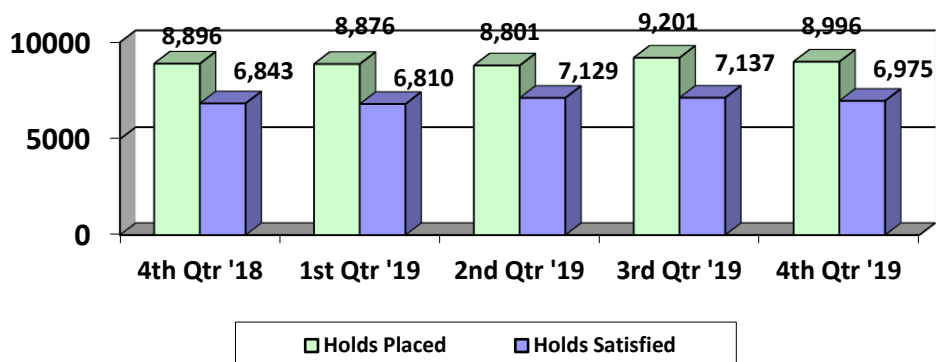


In addition, CS staff was on hand in the lobby and meeting rooms during the Summer Read Kickoff Party on June 1. We also held the Summer Read Kickoff Prize Drawings and distributed over 30 prizes to lucky winners. The prizes were donations from the local businesses that participated in the I Love My Lisle Library Card program. Special thanks to Teri Zarat, Stephanie Kandlik, Racheal Perek and Anne Loeding-Foster, as well as to the contributing staff members of Adult Services.

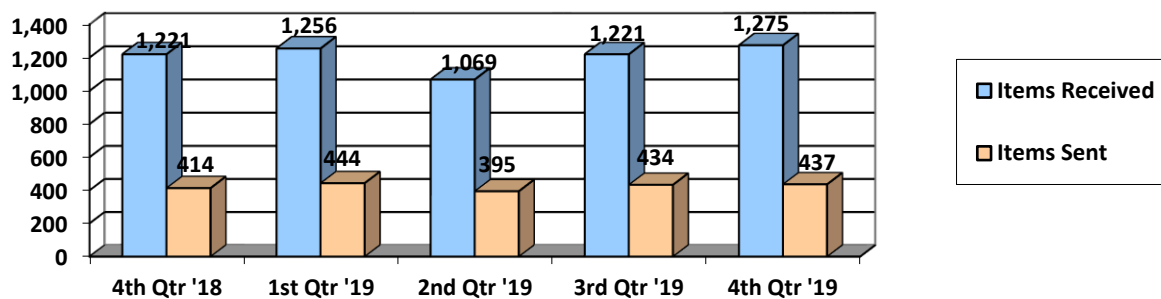
LLD Quarterly Registrations Activity



LLD Quarterly Holds Activity



LLD Quarterly ILL Activity



Innovative Users Group (IUG) Annual Conference

In April, I attended the 27th Annual IUG Conference. This conference provides library staff members from around the world the opportunity to learn about new improvements to each of our respective integrated library systems, as well as meet with our peers and discuss library-world news and trends. I reported on my conference experience to LLD department managers and at the LLD all-staff meeting in May.

In addition to learning about the features of future versions of the Polaris integrated library system, which LLD uses, I also attended presentations about online safety. The Cyber Hygiene 101 program I attended referenced the cybersecurity online training sessions all LLD staff recently received.

Reaching Forward Conference

In May, Circulation Services staff members Dawn Filomena and Stephanie Kandlik attended the annual Reaching Forward Conference in Rosemont. Each year, the Illinois Library Association hosts this professional development conference for all library staff.

Wisconsin Illinois Innovative Users Group (WILIUG) Spring Conference

In June, I attended a regional spring conference for the IUG. I participated in a hands-on workshop that focused on Polaris. The main presenter was Paul Keith, who is a librarian in the Technology, Content and Innovative Department at the Chicago Public Library.

There was one presentation that focused on how one nearby public library recently rearranged its fiction collection by genre highlight areas of high demand and helped readers select books from more tailored sub-collections. As discussed by the library's staff, an undivided fiction collection prevents authors, who write in various genres, from splitting among several collections. They examined the pros and cons of their recent changes.

Respectfully Submitted by,

Paul T. Hurt, MLIS/M.Ed.
Director of Circulation Services

Fourth Quarter FY2018/2019 in Technical Services

Technical Services staff continues their professional development by participating in webinars and programs provided through the Library's databases and library organizations, like RAILS and LACONI. TS staff attend the following programs:

- Online with CMC: 34x and the 538 MARC fields
- Using Your Data Superpowers for Good
- Separating the Wheat from the Chaff; Developing a Scalable Strategy for Gathering and Reporting Analytics
- LACONI Weeding and Collection Maintenance
- Organizing for Change
- Trouble Your Magic: Technical Services is Advocacy
- Simple Spreadsheets
- Report Redesign
- Intermediate LC Subject Headings

Laura Murff attended the ALA Annual Conference in Washington, DC. She attended programs on the role of Technical Services, the RDA Toolkit, patron privacy, and fair use. Laura was also able to connect with many of our vendors one-on-one. The ALA Annual Conference provides a unique opportunity for Librarians to discuss and hear new ideas, best practices, and where libraries are heading.

Technical Services for the 7th year has coordinated the Library's participation in the Lisle French Market. Cathi Agostino facilitated the Library's participation by coordinating information between the French Market, LLD circulation staff, and LLD Adult Services staff. Technical Services staff will be staffing two weekends and Adult Services will staff one weekend. Circulation staff will also be present at all three of LLD's French Market days to assist with Library card sign-up and other circulation queries.

The start of Summer Read is an exciting time at LLD. Again this year, Technical Services came out to help. Andrea Cox, Brian Baxter, and Chitra represented Technical Services at the Summer Read Kick-off party.

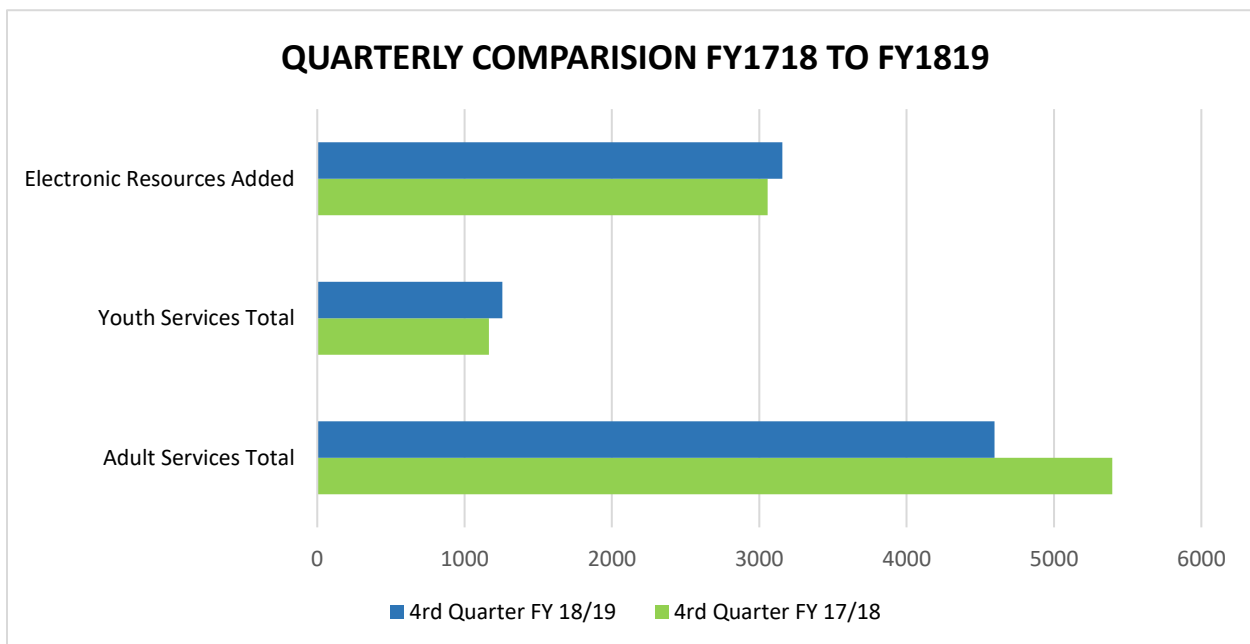
Technical Services and the LLD family suffered a loss in May, our colleague Natalie Karl passed away suddenly. The resilience and strength of the department has shined during this difficult time as staff pulled together to keep the department running. Natalie was with the Library for 21 years and will be greatly missed.

Laura Murff

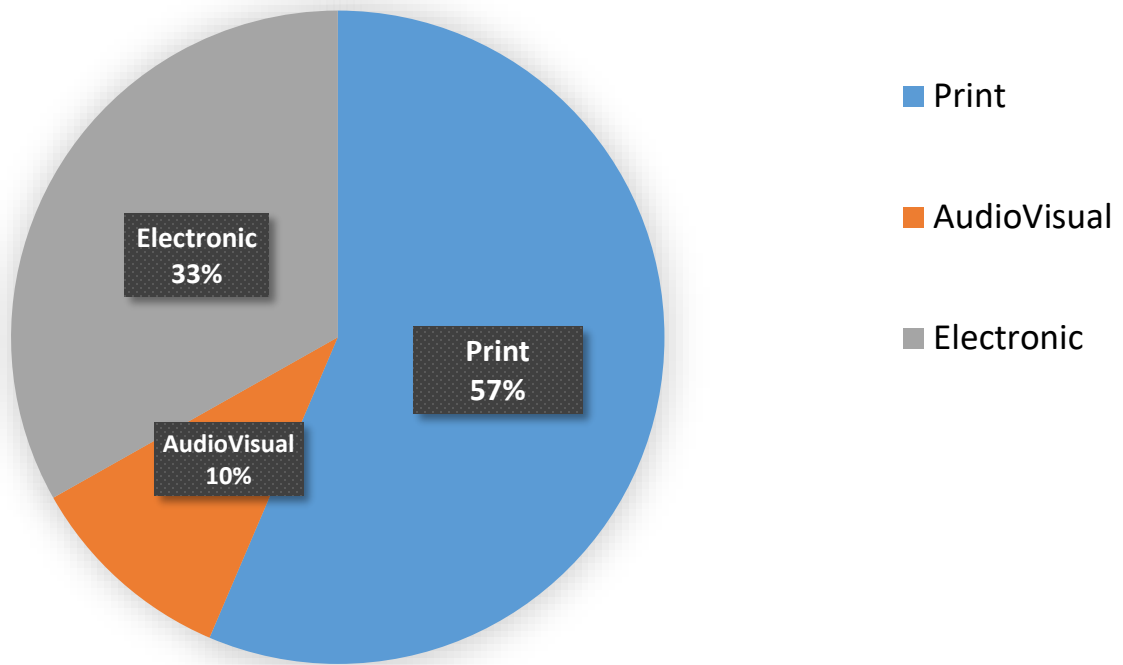
Director of Technical Services

MATERIALS PROCESSED THIS QUARTER

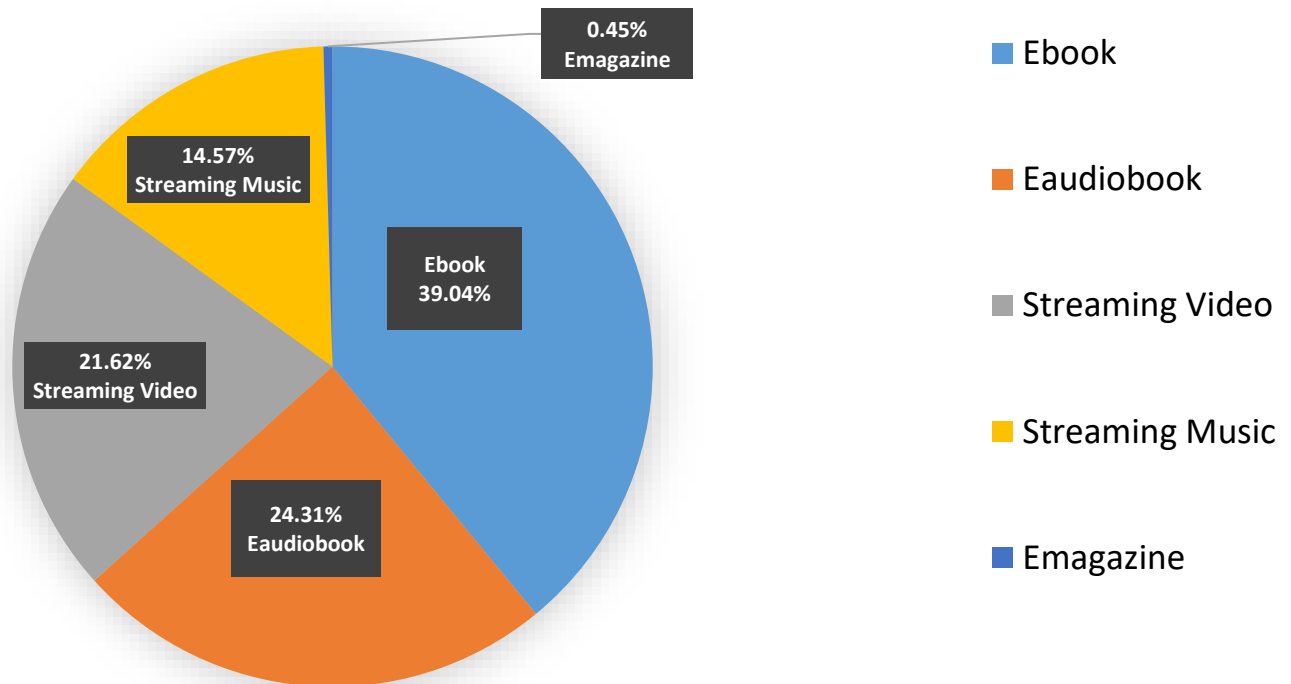
Adult Services Collection	
AS Fiction Books	1,128
AS Non-Fiction Books	1,139
AS Audio/Visual	712
AS Periodicals	1,618
Adult Services Total	4,597
Youth Services Collection	
YS Fiction Books	722
YS Non-Fiction Books	440
YS Audio/Visual	38
YS Periodicals	57
Youth Services Total	1,257
Electronic Resources Collection	
EMediaLibrary MARC records added	126
Hoopla Marc records added	2831
RB Digital	200
Electronic Resources Total	3,157



Material by Format Added FY2018/2019



Electronic Resources by Format Added FY2018/2019



Lisle Library Events

For more information, or to register for any of these events, visit lislelibrary.org or call 630-971-1675

KIDS



Discovery Brigade

Grades K-2. Registration required. Mondays, Meeting Room A/B, 4:00-4:45 PM

Each Monday we will explore different science or technology topics with programming specifically targeting kids in early Elementary school. Join the Discovery Brigade to see what fun and craziness awaits! For grades K-2.

- Raindrops on Roses (June 3) It's not summer without thunderstorms. We're diving into the dynamics of storms (but won't get wet).
- What's All the Buzz About? (June 10) Honey bees are critical to pollination, flowers, and gardens. Explore the amazing wonders of bees!
- Coding Crew (June 17) Today is all about coding! We'll examine coding techniques while building on our technology skills.
- Paper Bag Challenge (June 24) Are you up for a challenge? This week let's see what you can create from a few mystery bags.

Imagination Inc.

Grades 3-5. Registration required. Tuesdays, Meeting Room A/B, 4:00-5:00 PM

Are you ready to delve deeper when it comes to science? Do you yearn to explore strange new worlds? Do you like to watch things explode? Then join us for Imagination Inc. every Tuesday! For grades 3-5.

- Lisle Library Putt Putt Open (June 4) Create an indoor golf course and see who can become the first LLD Putt Putt champion.
- The Great Lego Race (June 11) Assemble your own vehicle and use it to compete! Come build a Lego racer powered only by the wind!
- Sphero Maze (June 18) Learn the basics of programming and get your remote-controlled Sphero robot to navigate a maze!
- Bad Art Bash (June 25) Sometimes art is so bad that it's good! Create bad art and see if you can be the best at being the worst.

TEENS



Astronomy String Art

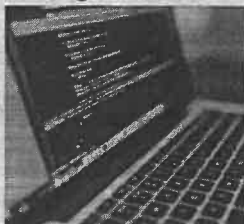
Thursday, June 6, 4:15-5:15 PM | Meeting Room B

Explore the cosmos and learn about the constellations through 3D string art!

New Program: Coding Club

Mondays, June 10, 17, 24 6:30-8:00 PM | Meeting Room B

Join us on Monday evenings for this 6-week exploration of coding. Teens will learn basic coding skills and use available resources and tools to explore their own coding interests as they work toward creating a final project, or reaching an individual or group goal. All levels of coding experience are welcome.



Arduino 101

Friday, June 21, 6:30-7:30 PM | Meeting Room B

Learn what Arduino is and gain some hands-on experience! Wire LEDs to blink and use programming to complete more tasks. Program presented by Workshop 88.

Pocket Green Screen

Thursday, June 27, 3:45-5:00 PM | Meeting Room B

Want green screen technology at your fingertips? We'll build our own portable green screens, then learn how to use them!

ADULTS

Gallery 777: Landscapes in Soft Pastel

Gallery 777 is proud to present Diana Mitchell's show Landscapes in Soft Pastel. The pieces will be displayed through July, but don't miss the opening reception Saturday, June 8th from 2:00-3:30 PM. Meet the artist! Light refreshments!



Growing and Using Herbs

Tuesday, June 11, 7:00-8:30 PM | Meeting Room A/B

Who doesn't love freshly picked dill from their garden? Join The Growing Place's Joan Rocchi for a look at how you can use herbs in the kitchen and beautify your yard. You want to make thyme for this program!

Radio Goes to War!

Thursday, June 13, 2:00-3:30 PM Meeting Room A/B

World War II marked the first time Americans could hear about a global war through the radio. Join Steve Darnall, host of Those Were The Days on WDCB, for a fascinating look at the radio during wartime with presidential speeches, news broadcasts, and entertainment for soldiers.



Leslie Goddard: Grace Kelly, American Princess

Friday, June 28, 7:00-8:30 PM | Meeting Room A/B

The talented Grace Kelly was swept off her feet by a real-life prince in a whirlwind romance that made her royalty. But beneath her calm, gracious smile, Kelly yearned for something more. Join actress and historian Leslie Goddard for a fascinating look at an American Princess.

LITERACY

If you or anyone you know needs help with speaking, reading, writing, or communicating in English, join the ESL for You! classes at the Library. There is no registration required, no fees to attend, and classes are in session all year. Saturdays 10:00 AM – Noon, June 1, 15 & 29

The Library also hosts an English Conversation Group led by Literacy DuPage tutors. Some conversation skills are necessary to engage in lively conversation. Saturdays 10:00 AM – Noon, June 8 & 22a

LISLE LIBRARY DISTRICT

The Lisle Library District is known in the community as the place to go to find local information, explore your cultural heritage, pursue a hobby, access the Internet, conduct academic research, improve your literacy, or just find a good book or movie. The district service area encompasses all of Lisle proper in addition to some unincorporated areas in Lisle/Naperville, serving over 28,500 residents.

Among the most popular offerings are the engaging and developmentally appropriate Storytime sessions designed for young patrons. They feature unique programs that introduce children to the wonderful world of reading. Professional librarians oversee all youth programming with a focus on a STEAM (science/technology/engineering/art/math) scheme.

The library district's Gallery 777 serves as the district's art gallery and provides creative recognition for local artists to display their work. The library district also hosts a variety of librarian-facilitated adult book discussion groups including science/fiction, mystery, fiction and nonfiction. Adult instruction classes include sessions on www.Ancestry.com,

LISLE LIBRARY DISTRICT

777 Front St., Lisle, IL 60532

Corner of Kingston Avenue & Front Street
(630) 971-1675

Hours: 9:30 a.m. to 9 p.m., Monday through Friday; 9:30 a.m. to 5 p.m., Saturday; 1-5 p.m., Sunday

By the numbers:

- *Collection size: 163,000+ physical items in 2019*
- *40+ databases: access to digital content / resources*
- *1,350+ patrons registered for the 2018 Summer Reading Program*
- *500+ patrons attended Harry Potter Day 2019*
- *176,565 visitors in FY 17/18 = 14,700+ visitors each month / 490 per day*

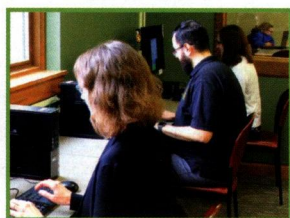
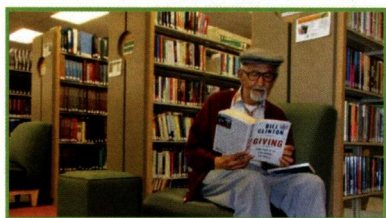
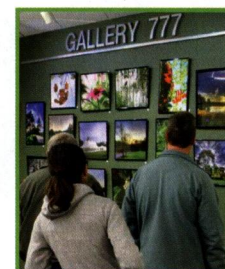
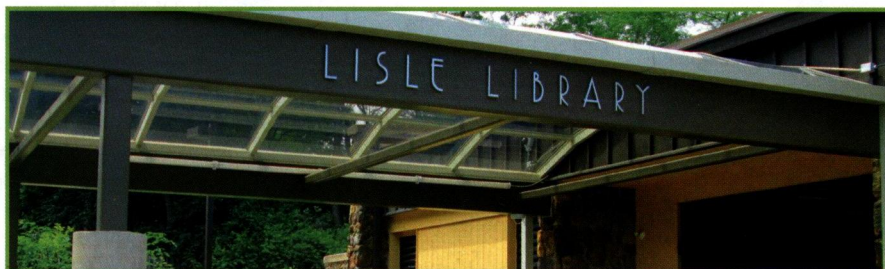
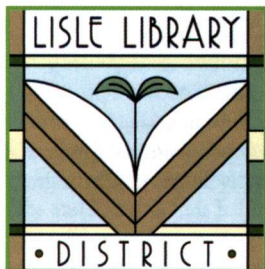
www.Lynda.com, Twitter and Facebook, in addition to one-on-one digital instruction.

New program offerings include family crafts. These fun, interactive, programs are specifically designed for family groups and give adults with children a chance to participate in a creative craft project together. The library district also hosts a number of library-wide programs such as its annual Summer Read Kick-off Party, Harry Potter Day, Star Wars Reads Day and Winter Read. Everyone is invited to participate. There is something for everyone at the Lisle Library District.

"One thing that residents can count on is that the LLD staff is a group of dedicated public service professionals," said Library Director Tatiana Weinstein. "We truly care about providing our patrons quality, engaging, educational materials and experiences."

The library district is a full-service, seven-day-a-week institution. Through strong strategic planning and community engagement, Weinstein and the Lisle Library

District Board of Trustees have guided the library to enrich, educate and empower patrons.





2019 Lisle Ale Fest

September 21, 2019
Prairie Walk Pond from 4:00 - 8:00 pm

Presented By:
The Lisle Area Chamber of Commerce

www.LisleAleFest.com





Mystery author coming to Lisle



Best-selling author Hank Phillippi Ryan will visit the Lisle Library District's Murder Among Friends mystery book group on June 20. The acclaimed writer and investigative reporter has been a regular guest and a favorite visitor of the mystery-and-crime discussion group since she first visited in 2013.

The group will discuss her recent Agatha Award-nominated novel "Trust Me" at 7 p.m., and the author will join the discussion at 7:30. There is no registration required.

Discussion topics will include her recent and upcoming writing projects, as well as her work as an investigative reporter for NBC in Boston.

For details, call the library at (630) 971-1675 or visit lislelibrary.org.

From the community: Lisle Library District Provides Summer Lunches for Children

Community Contributor Josh Hepler | June 6, 2019



The Lisle Library District is partnering with the Northern Illinois Food Bank and the West Suburban Community Pantry over the summer to provide a safe, community-centric location for kids to have a meal. Every

Monday from June 10th to August 5th, any child up to the age of 18 can receive a free lunch at the Library. Each meal begins at noon and ends at 1:30 PM. There is no registration requirement for the program, and family members are welcome to attend.

The summer can be a difficult time for children and families who depend on school lunches and food programs as a source of nutritional stability. Programs like this one help bridge the gap between the incoming and outgoing school year.

This year, the service will be expanded to include fun and educational activities before each meal, including STEAM activities, interactive music, and a visit from firefighters from the Lisle-Woodridge Fire District. These activities will begin at 11:30 AM each Monday, thirty minutes before the meal begins.

The goal of this partnership to provide one more tool in the battle against child hunger, as well as fulfill the Library's ongoing goals of providing excellent community service, communicating its diverse resources, and encouraging cooperative relationships and partnerships with community organizations.

Lisle Library District is located at 777 Front St. and can be reached by phone at (630) 971-1675, or reached online at lislelibrary.org.

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
February 22, 2019 - 5:00 p.m.

1. Roll call

Present:

Richard Flint - Trustee | Chair

Thomas Hummel - Vice President

Emily Swistak - Trustee

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Absent:

Jay Fisher - President

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the June 8, 2018 Personnel-Policy Committee Meeting

MOTION: Vice President Hummel moved to approve the minutes of the June 8, 2018 Personnel-Policy Committee Meeting. Trustee Swistak seconded.

Voice Vote - All Aye. The motion passed.

Trustee Flint asked that the Committee discuss agenda items in order of priority, starting with agenda item 8 – Policy 705 Contractual Services.

4. LLD Policy 705: Contractual Services, Commodities, and Capital Goods; discussion/draft

Director Weinstein provided explanation regarding the changes made to draft Policy 705. Committee members discussed bids, statute language, and format changes.

5. LLD Policy 200: LLD By-Laws; discussion and revision/draft

Director Weinstein provided an overview of draft Policy 200. Committee members discussed terms, vacancies, election of officers, ethics/code of conduct, and format changes. Director Weinstein recommended adding a footnote in draft Policy 200 stating that an ethics/code of conduct policy was forthcoming. The Committee agreed with the Director's recommendation.

6. Trustee Ethics/Code of Conduct Policy discussion

Committee members reviewed examples of ethics codes adopted by other organizations. Discussion topics included political activity, final action outcomes, and travel expenses. Assistant Director McQuillan referenced the existing LLD Gift Ban Policy. Trustee Flint asked if Director Weinstein could draft an ethics policy for the next Committee meeting. The Director agreed.

7. LLD Policy 342: Social Media; discussion and revision/draft

Director Weinstein reminded the Committee that they reviewed this draft in June. Minimal changes were made since.

Trustee Flint announced that the meeting was going to end and that the discussion item regarding Diversity would happen at a later date. The Committee agreed that draft Policies 705, 200, and 342 be included in the March 13th Board packet to be approved by Board vote.

Trustee Flint asked for a motion to adjourn.

8. Adjourn

MOTION: Trustee Swistak moved to adjourn the meeting. Vice President Hummel seconded.
Voice Vote - All Aye

The meeting adjourned at 6:17 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on June 28, 2019
Approved by

Emily Swistak, Committee Chair